

Williamsburg Players, Inc.

Policy and Procedures Manual

Title: Membership		Number:
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(Note, policies are statements or rules, procedures are methods or courses of action. The vertical line in the margin denotes last revision.)

1. **General:** The By-Laws of The Williamsburg Players in Paragraph 1, Article II, define the ways in which an individual may become a member. In addition to paying dues, as defined in Article II, Paragraph 3, an individual may become a member by application or by faithful and special services at the discretion of the Board of Directors.

This policy defines the hours that an individual must accumulate over time to be considered having rendered faithful service.

2. **Policy:** In general, a total of 25 hours of volunteer service will qualify an individual to be awarded membership by the Board of Directors. The criteria are defined below:
 - a. Usher/Concession : A minimum of two shifts for each of the five shows per season, or a total of 10 shifts within a given season.
 - b. **Set Build/Strike:** A minimum of 25 hours total on any shows in either build or strike mode within a given season.
 - c. **Box Office:** A Minimum of one shift per show for each of the 5 productions in a given season.
 - d. Other: A minimum of 25 hours spent in other WP volunteer work at the recommendation of the Director, Volunteers.
 - e. The Director, Volunteers is responsible for making available volunteer logs so that these individuals may record hours spent in each capacity. It is recognized that some individuals may accumulate the required 25 hours with service in more than one category of volunteer work such as usher and set build, for example. The number of hours is the determining factor, not the functional area in which the work was performed.
 - f. The Director, Volunteers will periodically recommend to the Board the names of individuals eligible for membership under this criteria. Upon approval, the Secretary will ensure that these names are added to the membership rolls.