



## DAYTON VISUAL ARTS CENTER

### Volunteers Policies

1. The Dayton Visual Arts Center welcomes all friendly, responsible people who wish to support the organization through volunteer work. DVAC requests that each volunteer fill out a survey that collects information about skills, interests and availability.
2. Volunteers may choose to set up regular hours or work on a “sudden opportunity” basis. Volunteer contact is by email unless otherwise requested.
3. Volunteers will record the hours they work in a binder if they wish to receive rewards.
4. Volunteer hours will be tallied quarterly on the first day of March, June, September and December. Volunteers may request this tallied number by emailing [pmak@daytonvisualarts.org](mailto:pmak@daytonvisualarts.org).

### Rewards Guidelines

1. The following rewards are available to all volunteers, with the exception of:
  - a. Those who receive other compensation, either monetary or as an additional percentage of sales, as part of the ARTtoBUY program.
  - b. Interns, who receive free memberships as a reward.
  - c. Auction volunteers, who receive admission to the event as a reward.
2. For each hour worked, volunteers will receive one ArtBank Buck. These may be redeemed for admission to or discounts on programs or events, but not for membership dues.\*
3. ArtBank Bucks must be used within one calendar year of receipt.
4. Each volunteer who works 30 hours or five events will also receive a DVAC T-Shirt, with the limit of one free shirt per volunteer.
5. Shirt may be hand-printed by DVAC staff with linoleum block prints that signify the events and/or areas for which the person has volunteered. Volunteers are welcome to drop off their shirts for additional prints when they continue to help with events or in the gallery or office.

\* It is necessary for us to limit the amount of ArtBank Bucks we accept for each paid program or event.