

VISITOR & INFORMATION CENTERS AGREEMENT

Tour Guide Position

Andrea Carr is hereby appointed to a Poly Pathfinder position in Visitor & Information Centers at California State Polytechnic University, Pomona for the 2006 - 2007 academic year on the condition that they successfully complete the required training program for this position on September 11, 12, 13, 14 and 15.

The Poly Pathfinder will earn \$8 an hour. The period of work will be September 11, 2006 through June 8, 2007.

In accepting this position, the staff member agrees to the following:

1. To be present and on time for all training sessions, staff meetings, and work times.
2. Work 9 hours per week. Six hours (broken into two, three hour blocks) at the Poly Pathfinders choice; 3 hours on either Thursday or Friday morning from 9 am to noon - no exceptions.
3. Wear either the Poly Pathfinder polo shirt or jacket/sweatshirt when conducting tours.
4. Attend all staff meetings at University Hour on the first Tuesday of the month.
5. Be in attendance at Poly Pathfinder information sessions (three days in April) and one selection workshop (one day in April).
6. Conduct tours for BroncoFusion (Fall Quarter); Admissions Day (Fall Quarter); BroncoFest (Spring Quarter); and one academic open house.
7. Give one Saturday tour per quarter.
8. To notify the counselor of any absences at least one week in advance and to find another Poly Pathfinder to cover that time.

The staff member understands that they are subject to removal by the university from the position for:

1. Failure to meet any of the above agreements.
2. Unsatisfactory performance or conduct.
3. Failure to maintain a cumulative grade point average of at least 2.4 each quarter.

I hereby accept the Poly Pathfinder position and agree to the terms stated herein.

Signature _____ Date: _____

Signature _____ Date: _____
Coordinator, Visitor & Information Centers

Signature _____ Date: _____
Counselor, Visitor Center

VISITOR & INFORMATION CENTERS AGREEMENT

Alternate Tour Guide Position

Andrea Carr is hereby appointed to an alternate Poly Pathfinder position in Visitor & Information Centers at California State Polytechnic University, Pomona for the 2006 - 2007 academic year on the condition that they successfully complete the required training program for this position on September 11, 12, 13, 14 and 15.

The alternate Poly Pathfinder will earn \$8 an hour when called upon to give tours. The period of work will be September 11, 2006 through June 8, 2007.

In accepting this position, the staff member agrees to the following:

1. To be present and on time for all training sessions, staff meetings, and tour times.
2. To be on-call for any tour date and time; depending on your availability.
3. Wear either the Poly Pathfinder polo shirt or jacket/sweatshirt when conducting tours.
4. Attend all staff meetings at University Hour on the first Tuesday of the month.
5. Be in attendance at Poly Pathfinder information sessions (three days in April) and one selection workshop (one day in April).
6. Conduct tours for BroncoFusion (Fall Quarter); Admissions Day (Fall Quarter); BroncoFest (Spring Quarter); and one academic open house.
7. You are not guaranteed a position with the Visitor Center.
8. You may be called to fill a position if one is vacated. The counselor has sole discretion in choosing which alternate fills that vacated position.
9. To notify the counselor of any absences at least one week in advance and to find another Poly Pathfinder to cover that time.

The staff member understands that they are subject to removal by the university from the position for:

1. Failure to meet any of the above agreements.
2. Unsatisfactory performance or conduct.
3. Failure to maintain a cumulative grade point average of at least 2.4 each quarter.

I hereby accept the alternate Poly Pathfinder position and agree to the terms stated herein.

Signature _____ Date: _____

Signature _____ Date: _____
Coordinator, Visitor & Information Centers

Signature _____ Date: _____
Counselor, Visitor Center

VISITOR & INFORMATION CENTERS AGREEMENT

Visitor Center Student Staff Position

Andrea Carr is hereby appointed to a Visitor Center student staff position in Visitor & Information Centers at California State Polytechnic University, Pomona for the 2005-06 academic year on the condition that they successfully complete the required training program for this position on September 14, 15, 16, 19 and 20.

The student staff member will earn \$6.75 an hour. The period of work will be September 14, 2005 through June 9, 2006.

In accepting this position, the student staff member agrees to the following:

1. To be present and on time for all training sessions, staff meetings, and work times.
2. Work their scheduled hours per week.
3. Wear their uniform while working in the Visitor or Information Center or while representing the Visitor or Information Center at University functions.
4. Attend all staff meetings at University Hour on the first Tuesday of the month.
5. Work at least three Saturdays each quarter.
6. To notify the counselor or coordinator of any absences at least one week in advance and to find another Visitor Center student staff member to cover that time.

The student staff member understands that they are subject to removal by the university from the position for:

1. Failure to meet any of the above agreements.
2. Unsatisfactory performance or conduct.
3. Failure to maintain a cumulative grade point average of at least 2.4 each quarter.

I hereby accept the Visitor Center student staff position and agree to the terms stated herein.

Signature _____ Date: _____

Signature _____ Date: _____
Coordinator, Visitor & Information Centers

Signature _____ Date: _____
Counselor, Visitor Center

VISITOR & INFORMATION CENTERS AGREEMENT

Information Center Student Staff Position

Andrea Carr is hereby appointed to an Information Center student staff position in Visitor & Information Centers at California State Polytechnic University, Pomona for the 2004-05 academic year on the condition that they successfully complete the required training program for this position on September 14, 15, 16, 19 and 20.

The student staff member will earn \$6.75 an hour. The period of work will be September 14, 2005 through June 9, 2006.

In accepting this position, the student staff member agrees to the following:

1. To be present and on time for all training sessions, staff meetings, and work times.
2. Work their scheduled hours per week.
3. Wear their uniform while working in the Visitor or Information Center or while representing the Visitor or Information Center at University functions.
4. Attend all staff meetings at University Hour on the first Tuesday of the month.
5. To notify the coordinator of any absences at least one week in advance and to find another Information Center student staff member to cover that time.

The student staff member understands that they are subject to removal by the university from the position for:

1. Failure to meet any of the above agreements.
2. Unsatisfactory performance or conduct.
3. Failure to maintain a cumulative grade point average of at least 2.4 each quarter.

I hereby accept the Information Center Student Staff position and agree to the terms stated herein.

Signature_____

Date:_____

Signature_____
Coordinator, Visitor & Information Centers

Date:_____