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## **VOLUNTEERING GUIDELINES**

Thank you for your interest in the Jasper Artists Guild! We are very excited to welcome you as a JAG Member or Friend of JAG!

### **VOLUNTEERING at the JASPER ART GALLERY**

- A signed contract to volunteer the minimum required number of 8 hours per month must accompany each new member application form, and be renewed annually (in January).
- A displaying member will receive 70% of the proceeds of the sale of their artwork at the beginning of the month following the month of the sale, providing the artist has volunteered a minimum of 8 hours throughout the month of the sale.
- A member who cannot meet this minimum volunteering commitment will receive 50% of the proceeds of the sale of their artwork. Displaying privileges may be lost after 90 days without volunteer commitment.
- Credit hours can be accumulated, but are rendered nil on April 30 or October 31 of each year. Date is chosen by the artist.
- A member can donate their surplus hours to another consenting member and record these under the other member's name in the Volunteer Hours binder or online (see below).
- You are responsible for recording your own hours. This is very important, not only to receive the correct commission rate, but for JAG, when applying for grants.

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## **VOLUNTEERING OFFSITE**

- You may accumulate volunteer hours for work done outside of the Gallery, for example, through admin, marketing or various off-site duties.
- Please see the JAG Working Groups document to review the volunteer opportunities available to JAG Members and contact the Working Groups Coordinator to volunteer for a position.

## **RECORDING VOLUNTEER HOURS**

- Volunteer hours may be recorded in the Volunteer Hours binder at the Gallery or in the online GoogleDoc; please contact an Executive member to get access to this form.
- Please record your hours in either the binder or online – not both!
- All offsite volunteer hours must still be recorded.

**NOTE – IT IS VERY IMPORTANT TO FULFILL AS MANY VOLUNTEER HOURS AS POSSIBLE AT THE JASPER ART GALLERY AS A GALLERY ATTENDANT.**

*Our Gallery is the heart of our operations, and it relies on all of our contributions to keep it functioning. Thank You!*

*Last update: March 17, 2025*