

Geneva Lake Arts Foundation, Inc.

Buy-Out Policy for Gallery Staffing

Policy for Exhibiting Members

Exhibiting members are currently required to volunteer 4 half days (14 hours) per exhibit when their work is displayed.

Buy-Out Policy for Exhibitors

If any member wishes to participate in a Gallery 223 exhibit, but who does not want or is unable to fulfill the required volunteer hours to staff the Gallery, they can have the option of “buying-out” of the time requirement. The GLAF will then contact an alternate member to fulfill the gallery staffing requirement for the member wanting to use the buy-out option, and compensate them under the Buy-Out Policy.

Since:

1. 14 hours of gallery staffing are required per exhibit when work is displayed.
2. GLAF will compensate the gallery staffer at a \$7.25/hourly rate (reflecting minimum wage).
3. Thus, the cost per exhibit to “buy-out” would be \$100 for all four segments or 14 hours (in addition to the \$15 hanging fee).

Procedure:

A list of potential compensated gallery staffing members will be compiled. **These compensated hours are in addition to the required gallery staffing hours for exhibiting in each show. Board members will not be eligible, unless and only as a last resort if no one from the list is available. The compensated gallery staffing member must complete and submit the Buy-Out Compensation Form for payment to the treasurer by the end of the show.

Required action by the member wishing to buy-out of their required hours:

- At drop off, payment equal to the number of staffing days requested, plus hanging fee, must be made.
- A Buy-Out Request Form must be completed and submitted at this time.

Action by GLAF:

- Contact an alternative member(s) to complete the required staffing hours.
- On the IVolunteer site the compensated member will be added.
- Compensation will be issued at close of the show.
- A 1099 will be issued to any member who receives payments by GLAF for compensation under the Buy-Out Policy of Gallery Staffing including personal sales totaling over \$600 for current year.

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**Buy-Out Request Form
for
Gallery Staffing**

Today's Date: _____

Member Name: _____
(please print)

Phone: _____

As a GLAF member exhibiting in the Gallery 223 exhibit show, I wish to use the buy-out option to fulfil my required Gallery Staffing hours as noted below.

Gallery 223 Exhibit Show Date Range: _____ **to** _____

_____ One half day (3.5 hours) @\$25.00

_____ Two half days (7.0 hours) @\$50.00

_____ Three half days (10.5 hours) @\$75.00

_____ Four half days (14.0 hours) @\$100.00

Total Payment Amount Due at time of art-drop off, including hanging fee of \$15.00:

\$ _____

Paid by credit card _____; check # _____; or cash _____

Artist Member Signature: _____

Note: This buy-out option only fulfils the exhibiting member's required gallery staffing obligation and does not fulfil any other obligation to/for/by GLAF.

Internal Use Only:

Deposit made by: _____

Alternate member(s): _____; _____; _____; _____

Gallery Staffing date(s): _____; _____; _____; _____