



## Volunteer/Intern Program Policies

The following discount rates apply to IFP MSP Volunteers/Interns who work a weekly or biweekly scheduled Office, Equipment Room or Darkroom shift:

| <u>Hours Accrued</u> | <u>Discount Percentage</u> |
|----------------------|----------------------------|
| 20–50 hours          | 30%                        |
| 51–100 hours         | 40%                        |
| 100+ hours           | 50%                        |

- An IFP MSP volunteer must also be a current member in good standing.
- An Intern may also earn a free membership by committing 60 hours of time before the discount percentage scale will take effect. Interns are required to be full time students.
- Volunteers with a current discount percentage are entitled to a 40% discount on class and workshop tuition. (some restrictions may apply)
- Equipment Room and Darkroom Volunteers must commit to a minimum three-month tenure. A volunteer who drops a scheduled shift prior to three months forfeits his/her discount percentage.
- A volunteer discount goes into effect after the first 20 hours of service. A volunteer who drops a shift must provide a minimum of 20 hours of service every 3 months thereafter to keep the discount active. If this requirement is not met, the discount percentage returns to zero. The volunteer has the option of continuing as an “occasional” volunteer under the terms listed below.
- An **occasional volunteer** who provides two or more hours of service in the Equipment Room or Darkroom or for projects/events may choose one of the following in exchange for service:
  - 1) A coupon for a 35% discount applicable toward events, equipment (except the Canon XL-1 Mini-DV camera) or facilities rental up to \$50 (only one coupon may be redeemed at a time)
  - 2) A coupon for one complimentary darkroom visit. (The volunteer must have a current Darkroom Access Membership.)
- A volunteer with a discount percentage must renew his/her membership within one month of expiration in order to retain the discount. After a one-month membership lapse, the percentage returns to zero.
- Volunteer discounts may be applied toward events, equipment and facilities rental with the following stipulations:
  - The Canon XL-1 Mini-DV camera is not currently available at a discount, as IFP MSP does not own the camera and remits a percentage of its monthly rental income to the owner.
  - Should a volunteer accrue discounts amounting to more than \$600 in a year, IFP MSP is required by law to report to the IRS the value exchange of hours volunteered for discounts rendered and will issue the recipient a 1099.
  - Other restrictions may apply.

***Note: IFP MSP relies on volunteer assistance to operate effectively. If you are unable to work your shift, please contact other volunteers to arrange coverage. Your absence places a tremendous burden on staff; failure to arrive for a scheduled shift without notifying appropriate IFP MSP staff will result in a four-hour deduction of accrued time. Two such incidents may result in termination of your volunteer privileges and benefits.***