



MEMORANDUM

TOWN OF PONCE INLET, TOWN MANAGER DEPARTMENT
MUSEUM, PARKS & RECREATION DIVISION
We strive to be professional, caring and fair

To: Jeaneen Witt, Town Manager
From: Amy Zengotita, Parks/Rec & Museum Educator
Date: October 1, 2015
Subject: Museum Educator's end of the month report for September 2015

Below is the summary of the Museum Educator's activities during the month of September.

Visitor Attendance	124
Tours	11 hrs.
Exhibits	3 hrs. (Installed Ghosts of Ponce Past)
Programming	7 hrs. (Organized Grandparent's Day, Ghost of Ponce Past, Fall Lecture Series, and ECHO Rangers)
Projects	20 hrs. (Worked on Florida Historic Site Marker application for the Green Mound; Attended Florida Historic Register Review Board meeting in Tallahassee; researched and prepared report on the cistern fence and sign; researched stamped concrete options for museum)
Administration	23 hrs. (Organized and maintained volunteer schedule; organized and maintained weekly, monthly, and yearly visitor reports; maintained gift shop reports; researched gift shop items; prepared for and attended Accession Committee meeting; prepared staff reports for Historic Board; attended volunteer recruitment workshop; researched custom printable table cloth cover for outreach programs)