



MEMORANDUM

TOWN OF PONCE INLET, TOWN MANAGER DEPARTMENT

We strive to be professional, caring and fair

To: Jeaneen Witt, Town Manager
From: Amy Zengotita, Parks/Rec & Museum Educator
Date: March 4, 2016
Subject: Museum Educator's end of the month report for February 2016

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

Visitor Attendance	233
Tours	20 hrs.
Outreach	5 hrs. (Community Day)
Programming	5 hrs. (Organized and implemented Spring Lecture Series)
Projects	2 hrs. (North and South Turn Markers)
Administration	16 hrs. (Organized and maintained volunteer schedule; organized and maintained weekly, monthly, and yearly visitor reports; maintained gift shop reports; prepared for and attended Historic Board meeting; met with Florida Public Archeology Network about the Green Mound)