



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: November 8, 2016
Subject: Museum Educator's end of the month report for October 2016

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

Visitor Attendance	24
Tours	2 hrs.
Programming	9 hrs (Fall Lecture Series; organized and implemented Halloween event)
Projects	3 hrs. (Green Mound National Registry Nomination)
Administration	7 hrs. (Organized and maintained volunteer schedule; organized and maintained weekly, monthly, and yearly visitor reports; maintained gift shop reports; reviewed Council meeting minutes; created Master Site File List)