

Guest Pass Policy

Members of the Wellness Center are permitted to bring guest to utilize our facilities for recreational usage or events. Guests are not permitted to come in and spectate while members participate in workouts or activities. Each member is allowed up to two guests per day. Wellness Center members must accompany guest at all times. Members will also be held responsible for the actions and safety of their guest.

Guest passes are available for a single day visit. Single day guest passes can be purchased for \$5.00 for those associated with a Wellness Center member. If you are not associated with any WC members then you may purchase a single day guest pass for the cost of \$10.00.

To obtain a guest pass you must see Christopher Walton, Membership Coordinator in Rm. 209. In the event that Mr. Walton is not present or available you may obtain a guest pass from either Mr. Michael Davenport or Mr. Guy Taylor.

Membership Intake Policy

All inquiries into Membership should be directed to and fielded by Christopher Walton, Membership Coordinator. Mr. Walton is located in Rm. 209 of the PEC building and can be reached via phone or email at 410-951-6891 or cwalton@coppin.edu.

Application Process: Listed are the steps any persons looking to seek membership with the Wellness Center must follow:

Fill out application in entirety> Have application reviewed by Christopher Walton> Make payment through one of our accepted means of payment (Cash, Credit, Certified Check, Money Order)> Receive receipt.

Proper way to create a New Member in Fusion:

- Log –in to Fusion
- Click on Shopping Cart (Point of Sale) in upper right corner
- Click on Customer Icon
- Enter New Members name, click Enter
- Click on New Member Button
- Enter required information in necessary fields
- Click Save in upper right corner
- Click Point of Sale in upper right corner
- Click Membership
- Select appropriate membership type
- Select Duration period
- Select Membership Eligible
- Make sure Start & End Date are correct and click Done

- Click Check Out
- Select Payment Type & Enter Payment Amount
- Click Complete
- Give Customer Printed Receipt
- Once transaction is complete customers application and any other pertinent information should be placed in a folder and stored in filing cabinets in Rm. 216

Class Sign-Up

To sign-up for a Group X or Aquatic class an individual should be directed to our Facility Coordinators. For all inquiries into Aquatic class offerings and registration an individual should contact Mr. Guy Taylor at 410-951-6801 or gutaylor@coppin.edu. For all inquiries into Group X class offerings and registration an individual should contact Mr. Michael Davenport at 410-951-6882 or MDavenport@coppin.edu.

Petty Cash

At the start and end of every shift the petty cash should equal out to \$200.00. A Sales-Tender Summary Detail can be printed from Reports in Fusion. This Summary should be completed and signed by individual counting the draw and verified and signed by another authorized individual. This will help to protect the integrity of the allotted petty cash.

Reconciliation

At the end of each shift monies earned for the day should be counted and accounted for. All monies earned should match Reports within Fusion. When ending your shift, from **Reports** in Fusion print out the following reports.

- Sales-Tender Summary Detail
- Sales-Tender Summary
- Sales-Payment Summary By Computer
- Sales-Product Sales Summary by Computer
- Accounting-Account Summary

Add these reports along with a completed Deposit- Log sheet. Place reports, payments and deposit-log into blue cash bag and lock it. Place cash bag into safe or lock box. Make sure safe or lock box is secure, locked and out of plain sight before you leave for the night.

Deposits

All deposits are expected to be made within 24hrs of receiving. Deposits should be accurate and verified before taken over to the Cashiers. It is Policy that your daily deposits are taken to the cashiers by someone other than yourself and that a Police escort accompanies you to the Cashiers Office. You should call for a police escort at ext 3900 twenty minutes prior to you walking over your bag. Once deposits are received wait for receipt and file all receipts in proper filing domain.