



Welcome to the newly revamped Wild Lotus Yoga Work Study Program! If you are new to the Work Study Team, we welcome you. If you have been participating in the program, we thank you for the time and energy you've put into the studio to date, and ask you to carefully read these guidelines and follow them faithfully.

Welcome to Wild Lotus!
You are an important part of our community.

As a work study team-member, you are an integral part of the Wild Lotus Yoga Community, helping to keep the studio beautiful and comfortable for all who walk through the doors. We want you to enjoy your work study experience at Wild Lotus, and we also ask you to take this position seriously. Your contributions to the daily and weekly upkeep of the studio, to special events we offer, and with helping to promote our classes in the community are very valuable to us. In turn, you get to take classes in exchange for your hours, and contribute to the well-being and comfort of all our students, and by extension of New Orleans.

We ask for your commitment.
Your help is not busy-work, it's a real contribution to the studio
and it takes the pressure off of our staff.

Your assistance is extremely important because it gives our staff the time to focus on other important tasks integral to the daily upkeep of the studio. Because we rely on you to keep the studio running smoothly, we ask for a weekly commitment from you.

It's been a real bummer when we've had work study team members blow off their shift, not attempt to get a sub, intentionally not sign in for classes in an attempt to get extra hours, and ignore our clear instructions. We've also had the experience of work-study team-members ignoring changes or improvements we've made to the program. This is why we want to make it very clear now that if you're not committed, not honest, ignoring the guidelines, or not taking your position seriously, we will find someone to replace you.

Most of our experience with work study students has been really positive, and a wonderful exchange. But, we have had some disappointing experiences with work study students who have called in at the last minute to say they cannot make it, not shown up for their time slot without any notice, totally ignored our instructions, and even not signed in for classes in an attempt to receive extra class hours. When this happens it is a burden on the staff and puts a strain on our daily flow, and actually defeats the benefits of having the work study program. We want to make it clear how important it is that we can trust you and rely on you, just as you rely on the studio to offer the classes you exchange work for.

Three Strikes

For the sake of clarity, please know that if we find that you are not taking your position seriously or fail to be responsible-- after the third incident we will find someone to replace you. You may still use any accumulated hours in exchange for classes, but after those hours are exchanged, you will be responsible for paying for future classes at the studio.

Communication

Each time you come in for a shift you are responsible for checking your e-mail and the work-study book for any new information and keeping a fresh copy of the work-study phone list with you. The calendar will let you know who is working with you. Please communicate with that person if you will not be there or if someone is filling in for you. Also, let Nicole know who has agreed to cover your shift. In addition, we would be grateful for your input if you feel there are other improvements to be made that will help you the work-study program and the studio.

Following are some new guidelines to help the work study program run as efficiently as possible.

- **“Work” before “Study”**-- You must have a balance of work hours before you are able to take classes as part of the exchange. You may not take a class before you put in the work hours in exchange for that class
- **Track Your Hours**-- Each time you do a work shift or exchange work for a class, please fill in your hours in the work study sign in book. When you show up to take a class, ask for the work-study sign-in book behind the front desk and write the class in. We will also have a record of your attendance on our computer. A staff member will check and initial your hours. We do a straight time exchange for our ongoing classes. For an hour of work, you can take an hour-long class. For an hour and a half of work, you can take an hour-and-a-half class, etc. You may also apply your work hours towards 30%-50% of the cost of a course or workshop offered at Wild Lotus. For workshops and courses, the value of an hour-and-a-half of work is \$12 applied towards the % cost of the course or workshop.
- **Find A Sub For Your Shift**-- If you are not able to make it to your committed shift, it is your responsibility to find a sub for your shift, or to trade shifts with a fellow work study team member. You will be given a list of names of current work-study team members with their contact info and added to the workstudy e-mail list. We ask that if there is a change in plans like a sub arrangement that you inform Nicole by calling her at 352-2515 and/or e-mailing at nicole@wildlotusyoga.com.