



# Penguin

*Hotel Guest Services*

Score 90% or higher each month  
to get extra *Penguin Bills*™  
plus Malco Movie Tickets!

## Reporting Points System

Effective January 1, 2013

Reporting Guidelines	Points
Log In Between Midnight-7am Every Day	2 <b>1pt Bonus!</b>
<b>OR</b> Log In Between 7:01am - 10am Every Day	1
<b>OR</b> Log In Between 10:01am-11am Every Day	.5
Update Your Percentage 3-4:30pm Every Day	2
Print at Least One Restaurant Coupon Every Day	2
Weekly Forecasting	3 / Week
Perfect Reporting Attendance	5 / Month
Open Point/Percent Total on Dashboard	.5 (Maximum 5 / Month)
All Guest Referrals	<b>Bonus!</b> ** 3 / Each

\*\* You also get "Penguin Bills" for your entire front desk staff on that shift when you send us a new guest, and you earn 3 Bonus Points for your property!

### Tips For Obtaining the Highest Monthly Score

- ▶ Always log in early each day, **don't forget the weekends!**
- ▶ Open and *print* at least one restaurant discount coupon each day.
- ▶ Be sure to update your percentage at the beginning of the afternoon shift between 3-4:30pm - **including weekends.**
- ▶ From Midnight Wednesday until Friday at noon, record your daily forecast for the upcoming week.

**Log in early each day, update, view and print coupons, and record your weekly forecast.**

**This will help you to obtain the highest score each month and make you eligible to earn great prizes for your team!**

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