

KUGS-FM Volunteer Contract

Winter Quarter 2013

Name: _____

Term of Contract: Tuesday, January 8, 2013, through Friday March 23, 2013.

DUE: Friday February 1, 2012 by 5:00 pm to Lauren Stelling, KUGS Program Director.

PLEASE NOTE: You are responsible for the information contained within this contract. If you have any questions regarding your contractual obligations, please contact Program Director Lauren Stelling.

KUGS Mission Statement

The mission of KUGS-FM is to serve the students of WWU and the citizens of Whatcom County by providing a diverse program of music, news and information consistent with the student interests and public affairs programming that encourages a greater understanding of the human differences and cultural pluralism within the university community and the larger world we live in. Through its programming, KUGS will serve as a bridge from the university to the surrounding community.

The KUGS Core Staff will maintain a studio, equipment, and other operational necessities to allow volunteers to operate the radio station. Our intention is that volunteering at KUGS should be a pleasant, safe, creative and fun experience. We respect the quality that volunteer staff brings to the station through their work and commitment.

KUGS-FM is funded by WWU's Associated Students, and is subject to the policies of ASWWU. In accordance with the Associated Students Program Standards Policy:

"The focus of the services, events, and activities that the Associated Students provides is first to Western students. Other campus and community members are eligible to participate in many A.S. services, events, and activities but students will be charged a reduced rate. Exceptions must be approved by the A.S. Management Council."

As such, Western Washington University Students will be given priority for volunteer openings.

It is important that volunteers understand that programming on KUGS is a privilege, not a right, and they have certain responsibilities. By signing this volunteer contract, I

1. Acknowledge that I have been informed of my responsibility to follow all FCC rules and regulations, all KUGS policies, all the requirements of the Digital Millennium Copyright Act, and can conduct my on-air shift within these constructs.
2. Understand that it is my responsibility to be aware of and to follow all KUGS policies and procedures.
3. Agree to follow the Operations Log, broadcasting all announcements, etc. as scheduled in the log.
4. Agree to read all KUGS-affiliated e-mails in their entirety and respond, if necessary, in a timely manner.
5. Agree to properly fill out the specified playlist for every show. Including online playlist for webcasting.
6. Agree to broadcast during the scheduled hours and understand that turning off the transmitter outside of scheduled times must be approved by KUGS Program Director or General Manager.
7. Understand that during my show I am **legally** responsible for:
 - a. The operation of the transmitter
 - b. The broadcasting of KUGS programming
 - c. The KUGS equipment and facilities (*I understand that I may be financially liable for damage to equipment or facilities beyond normal "wear and tear" resulting from abuse or violation of policies.*)
8. Understand that the property of KUGS and the Associated Students of Western is **never to leave the studio** without the permission of authorized KUGS personnel. KUGS policy and local laws will be enforced in the event of an actionable incident.
9. Understand that I am not authorized to modify, adjust, remove, or add equipment to the studio without contacting the Engineer or Operations Coordinator.
10. **Acknowledge responsibility for my shift time including vacations, holidays** and agree to find a station-certified substitute if I can not do my shift. In addition, I agree to find a substitute as early as possible, and inform the Program Director (x2995) of the substitute.
11. Verify ability to receive an EAS (Emergency Alert System) test properly, identify the KUGS Public File and understand its purpose, and keep accurate transmitter and operations logs.
12. Understand and will follow policies regarding obscene and indecent programming.

13. Understand that it is against the law to use airtime to promote an event I have any financial interest in or to receive any money or gifts for playing certain music (payola).
14. Agree to attend all KUGS station meetings, understanding that attendance will reflect on future shift placement. I will inform the Program Director if attendance is not possible.
15. Am aware that smoking is prohibited within the Viking Union and that alcohol and other substances are strictly prohibited at all times. KUGS and local law enforcement policy will be applied. More information can be obtained by reading the policy under the following link: <http://www.wvu.edu/vpsa/AODinfo.shtml>
16. Agree to keep the station clean and maintain working order with all equipment, including coiling cords and replacing equipment to its proper location.
17. Agree not to deface or disfigure any KUGS equipment.
18. Agree to keep my in-studio guests to a maximum of **two** people (not including myself) unless otherwise authorized, sign in all guests in the front of the logs prior to my show and that I am responsible for the behavior of my guests while they are at the station.
19. Agree to follow the KUGS Music for the Masses format, the granted specialty or news/public affairs show.
20. Agree to perform your shift with NO more than 3 excused absences each quarter.
21. Understand that as a Music for the Masses DJ, I will be responsible for tracking compact discs as necessary as an outside contribution to the station. As a specialty DJ, I agree to track and return all music given to me for my show.
22. Understand that I must be trained, and it is the responsibility of the KUGS staff to ensure that I am properly trained.
23. Understand that I will notify the Program Director as soon as possible as to any changes regarding my phone number, address and/or e-mail address.
24. Understand that my shift **will not** be automatically renewed each quarter. Shift renewal will be based on WWU Student Priority, DJ performance, KUGS programming decisions, staff evaluation and scheduling availability.
25. Understand that I have the right to a regular evaluation by KUGS staff and to be notified, in writing, of any actions (warning, suspension, dismissal, and permanent time change) taken by KUGS due to non-compliance with this contract.
26. Understand that I have the right to appeal decisions to the KUGS Program Director and/or KUGS General Manager. Appeals shall be made in writing within 5 days and submitted to the KUGS Program Director and/or KUGS General Manager. A meeting will then be scheduled within 5 days.
27. Understand that the KUGS Program Director and/or General Manager will notify me within reasonable time (usually 48 hours) of any programming changes affecting my shift.
28. Understand that I have the right to present any ideas, questions or concerns to the KUGS Core Staff and/or volunteer staff at scheduled meetings or by appointment.
29. Understand that I will not be financially compensated for any services I provide to KUGS.

I have read the above and recognize my responsibility to follow the terms of this Volunteer Contract.

Signature of volunteer

Date

Address _____

Phone/E-mail _____