



The 1-2-3 Policy: Three Steps To Having A Show.

This policy is to be followed exactly as outlined, in the order outlined, for every inquiry related to membership, training and/or programming, as appropriate. The intent of this policy is to ensure accurate record keeping and efficiency of operations for our all volunteer staff.

1. MEMBERSHIP

a. Each member, whether new or renewing, shall be directed initially to the Membership Coordinator, who will process dues payment and maintain records related to membership. No further action may be taken until membership requirements are satisfied.

b. Requests for training will be addressed to the Membership Coordinator who collects pertinent information † and notifies the Training Committee of member requests for training.

2. TRAINING

a. The Membership Coordinator will notify the Training Committee of the request by a member to be trained and/or will confirm each member's eligibility for training based on the completion of pertinent information† and collection of payment.

b. The Membership Coordinator will provide the Training Committee with a Program Host Application (PHA) and, if appropriate, Parental Approval Form (with pertinent information† completed).

c. The Training Committee trains each trainee and keeps records of training dates and certification on the PHA.

d. The trainer certifies by his/her signature on the PHA that the trainee is a certified Program Host. The trainer receives a signed Station Indemnification Form from the trainee and attaches it to the PHA.

e. Documentation of certification and receipt of signed Station Indemnification Form is the responsibility of the Trainer.

f. Trainee completes PHA sections related to programming (desired timeslots, name of show, show blurb, etc) OR makes note on the PHA that more discussion with Programming Coordinator is required before completion of this section.

- g. PHA stays with station at all times.
- h. Trainer submits the PHA back to Membership for updating of the database. No further action is taken by Membership without PHA signed by trainer.
- i. The Training Committee will be notified by Membership of any discrepancies or errors upon review of PHA. *

3. PROGRAMMING

- a. The partially completed PHA (see above), with appropriate attachments (Station Indemnification Form and/or Parental Approval Form) are forwarded by Membership to the Programming Coordinator for scheduling.
- b. The Programming Coordinator contacts the Certified Host to discuss timeslots, review program information and show description, schedule the host in a timeslot, issue key codes, and give entry/closure instruction.
- c. Youth members must demonstrate that an Adult Supervisor is available for Youth Member shows.
- d. No key codes will be given to those younger than 18.
- e. Adult Supervisors must have completed an Adult Supervisor Agreement and submitted it to the Programming Committee.
- f. The Programming Coordinator completes and signs the relevant section of the PHA and returns fully completed PHA to Membership for updating of the database.
- g. A hard copy of the PHA is kept on file.
- h. The Programming Coordinator conveys new schedule information to Website Coordinator for updating the Programming Schedule.
- i. New host information is conveyed by the Programming Coordinator to Programming Committee at regular meetings in a written report, filed with the meeting minutes and posted to the website with the meeting minutes.

† Pertinent information: name, address, phone, email address, emergency contact, dues paid, request for training. If the member is younger than 18, a Parental Approval Form will be collected by Membership Coordinator.

*** Newly certified program hosts should expect a waiting period of at least 7 - 10 days between certification and scheduling of their shows.**