

WLPP-LP is a volunteer organization, dependent on its volunteers for the majority of its day-to-day programming. All volunteers are valued members of the WLPP-LP broadcast team. As volunteers, Amanda will be entitled to be informed about policies and procedures that affect her programs and her status as a volunteer at WLPP-LP.

WLPP-LP Management will:

- 1) ...provide necessary training in broadcast operations and techniques, enabling the volunteers to successfully meet the conditions listed in the above paragraph.
- 2) ...provide additional training as needed due to changes in policies and procedures. Volunteers will be notified of any changes via the weekly staff meeting minutes and within any updated station documents.

WLPP-LP volunteers will:

- 1. Attend and be on time for WLPP-LP mandatory general staff meetings or required trainings. A valid excuse will be submitted **prior** to the scheduled event.
- 2. Participate as requested in station fundraising events and outreach activities.
- 3. Provide the station with up-to-date contact information at all times.
- 4. Stop songs with profane/obscene lyrics at once, then note the time, specific action taken, and clearly place their initials on the *Program and Technical Comments/Discrepancies log* in the studio.
- 5. Not accept any conditions or materials from outside interests in exchange for on-air promotions or endorsements without written consent from station management.
- 6. Not promote themselves or their private enterprises while on-air or allow the use of their radio program in any way for commercial gain, regardless if the event is free. Programmers are allowed to enter their information on the stations' *Entertainment Calendar* for others to promote. No volunteer will use their radio program to raise funds for other organizations or individuals.
- 7. Not enter into any contract on behalf of WLPP-LP or on behalf of their individual program.
- 8. Not conduct contests or giveaways without the prior knowledge and consent of station management.
- 9. Be held responsible for negligent use or abuse of station property. (Examples: playing monitors too loudly, erasing shows from any of the stations' computers.)
- 10. Demonstrate competency in the use of station equipment. Failure to do so requires that mandatory retraining be completed before privileges are returned.
- 11. Not reconfigure technical lay-out of facilities. (Example- A programmer or their guests switch a CD deck from the production studio with one from the on-air studio.) Programmers should not move furniture/equipment without permission and/or assistance from management staff.
- 12. Not possess any station materials outside the radio station premises, except for checked-out portable-technical equipment. Theft is cause for programmers to be banned from the radio station.
- 13. Air all required promotional spots, public service announcements, event calendar/community billboard segments, scheduled features and underwriting as noted in the Program Log or as directed by station management.
- 14. Receive and respond to station communications, including checking of station mailbox regularly and reading the emailed and posted weekly meeting minutes.
- 15. Not hold station promotional events without management approval prior to the event. All promotions (flyers, posters, event banners, etc. with the station's logo on them) must go through the Development Director or other management

- member and receive written approval prior to posting/publishing.
- 16. Not allow the transmitter to operate unattended and/or unmodulated for an unreasonable period of time (10 minute “bathroom break” maximum).
 - 17. Not be absent more than 20 percent of programs within the previous year, or be unable to participate in a regularly scheduled slot for 4 consecutive weeks, or missing 2 consecutive shows without finding a qualified and approved substitute. Should a volunteer need an extended absence, the Operations Manager will work collaboratively in finding a qualified substitute at least 6 weeks in advance unless the absence is the result of a major family/medical emergency. Should a volunteer need extended coverage and cannot find a qualified and approved substitute; the volunteer must go on hiatus and step down from their commitment. When a volunteer is ready to return to the air, and retains good standing, they are welcome to re-submit a show proposal and demo for review.
 - 18. Be responsible for any guests’ actions, including theft, on-air profanity, damaging equipment, etc. Guests are to be supervised at all times and not allowed to wander through the station and music libraries unaccompanied or to use office computers or telephones.

A combination of any three documented (note to file) violations within a 3 month period is grounds for reprimand and possible suspension.

A WLPP-LP volunteer will be given an opportunity to appeal any citation, or address grievances by first meeting with station management not involved with the citation or grievance(s). The following will be the Due Process for all managers, programmers and volunteers:

- 1. If a programmer/volunteer has a grievance towards another programmer/volunteer or the student employees, it should be addressed with a meeting with the Training & Operations Manager.
- 2. If a programmer/volunteer has a grievance towards the Training & Operations Manager or the Development Director, it should be addressed to the General Manager.
- 3. If a programmer, volunteer or manager has a grievance towards the General Manager it should be addressed in writing to the WLPP-LP Board of Directors.