NEW OR RETURNING VOLUNTEER APPLICATION

Thank you for your participation at KSPC, this form is an application for all volunteers at the station. Please read it thoroughly and complete all applicable sections.

FOR: SPRING ☐ *WINTER* ☐ *FALL* ☐ *SUMMER* ☐   *YEAR:* _____

Name:_____Phone: +___ (____) _____

Pronouns: _____

Email address: _____

Claremont Colleges students: CMC ☐ HMC ☐ PZ ☐ PO ☐ SCR ☐   Graduation Year: _____

Permanent Home Address: Street: _____
　　　　　　　　City: _____ State: _____ Country: _____ Zip: _____

Emergency Contact Name: _____Emergency Contact Phone: +___ (____) _____
Relationship: _____ Emergency email: _____

KSPC Claremont 88.7fm Mission Statement (Modified Fall 2018)
"KSPC Claremont strives to be a diverse, collaborative, and educational space in which community members of   the Claremont Colleges and beyond can actively participate in their love of media, music, and radio. Through creative programming, live events, and community engagement, KSPC promotes innovation and discovery in an inclusive space, by providing a platform for new and underrepresented voices, perspectives, and sounds. Listen locally on 88.7FM or globally at kspc.org."   I have read the KSPC mission statement (initial here): _____

KSPC OFF-AIR WORK (opportunities for <u>required</u> off-air volunteer hours)
To ensure KSPC's success, all KSPC volunteers must contribute **one hour per week of off-air work** within one or more of the areas listed below. Please check the column of any areas of interest. Relevant E-Staff members will contact you based on your indicated choices.

	I participated last semester	I would like to participate this semester
Publicity (distribute KSPC flyers, program guides, make buttons, create designs)	☐	☐
Blog/Music Writing	☐	☐
Music Events (booking campus concerts)	☐	☐
Music Department (review new digital/CD/Vinyl albums, library upkeep)	☐	☐
DJing at campus events	☐	☐
Live Sound/In-Studios (be a sound engineer or assistant for live performances/bands)	☐	☐
Community Messages (research, outreach, script writing)	☐	☐
Audio Production (record/edit announcements: e.g. station IDs, promos, etc)	☐	☐

Other Ideas:
_____

How many off-air volunteer hours did you complete last semester? (If returning) _____

Volunteer Off Air Hours Logging: Report off-air hours to your assigned E-Staff Director. Your off-air hours will be reviewed by the Program Review Committee.

On-Air Training Signups: If you would like to attend on-air training, please indicate your areas of interest below:

☐ News (doing 1 or more newscasts per week)
☐ Interviews
☐ Talk Show
☐ Music Show
☐ Podcast

New Volunteers and/or Off-air Only Volunteers:
Mark your availability below to facilitate scheduling training workshops, volunteer meetings and socials.

- **Please fill out your schedule below *very carefully and accurately* and include any possible/anticipated changes at the bottom.**
- **Mark with an "X" all times that you are *NOT* available (firm time commitments -- classes, work, etc.)**

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
11 am -12 pm	11 am -12 pm	11 am -12 pm	11 am -12 pm	11 am -12 pm	11 am -12 pm	11 am -12 pm
12 -1 pm	12 -1 pm	12 -1 pm	12 -1 pm	12 -1 pm	12 -1 pm	12 -1 pm
1 - 2 pm	1 - 2 pm	1 - 2 pm	1 - 2 pm	1 - 2 pm	1 - 2 pm	1 - 2 pm
2- 3 pm	2- 3 pm	2- 3 pm	2- 3 pm	2- 3 pm	2- 3 pm	2- 3 pm
3 - 4 pm	3 - 4 pm	3 - 4 pm	3 - 4 pm	3 - 4 pm	3 - 4 pm	3 - 4 pm
4 - 5 pm	4 - 5 pm	4 - 5 pm	4 - 5 pm	4 - 5 pm	4 - 5 pm	4 - 5 pm
5 - 6 pm	5 - 6 pm	5 - 6 pm	5 - 6 pm	5 - 6 pm	5 - 6 pm	5 - 6 pm
6 - 7 pm	6 - 7 pm	6 - 7 pm	6 - 7 pm	6 - 7 pm	6 - 7 pm	6 - 7 pm
7 - 8 pm	7 - 8 pm	7 - 8 pm	7 - 8 pm	7 - 8 pm	7 - 8 pm	7 - 8 pm
8 - 9 pm	8 - 9 pm	8 - 9 pm	8 - 9 pm	8 - 9 pm	8 - 9 pm	8 - 9 pm

Please list or explain any possible/anticipated changes to your schedule here: _____

_____

KSPC Volunteer Agreement (for all volunteers, new and returning):

By signing below, you acknowledge and agree that you must contribute an average of one hour per week off the air, especially if you want to maintain an on-air position at KSPC. You also agree to follow all KSPC policies and guidelines as outlined in the KSPC handbooks and training and understand that KSPC reserves the right to dismiss anyone from staff or community who abuses station policy. As a member of the KSPC community, you agree to promote and protect an environment at KSPC that values and supports the station's mission statement.

Name (printed):_____   **Date: _____**

Signature: _____

This section for returning DJs/on-air hosts only

KSPC Claremont 88.7fm On-Air Participation Expectations
All on-air DJs must have:
- Completed KSPC's DJ training
- Submitted a passing aircheck
- Passed the written test
- Completed emergency training

Timeslots are not guaranteed; you must fulfill the following participation expectations to retain on air privileges:
- Support KSPC's mission with your curated on-air content
- Contribute an average of **one hour per week** off-air work (**See above off-air work section on page 1 - you must fill this section out as well**)
- Fulfill the programming and music department participation expectations (listed below) and
- Contribute to KSPC's community by being an active, accountable member of the space

Music Department Expectations
- Highlight underrepresented and minoritarian artists in your show
- Play at least 2 new releases per show, the more the better!
- Review new music for the KSPC library, if not volunteering in some other capacity
    - Underground/Jazz/Classical hosts **must** do 1 CD review per month as part of your off air time
    - Specialty show hosts are encouraged to do music reviews for the KSPC library, but at minimum you **must** otherwise contribute within one or more of the areas listed in the off-air work section on page 1
- Maintain an organized music library (correct alphabetizing, bin placement, etc. when re-filing music)

Programming Department Expectations
- New generic show file must be submitted each semester by the deadline communicated via email to on air hosts
- Shows must be covered at least 24 hours in advance and Director of Student Media and Administrative Associate must be notified at least 24 hours in advance if on air host is absent
- All emails from KSPC staff and the Program Review Committee must be read, and replies sent as requested
- Emergency shows used to cover your show (in lieu of your generic show file) must be made up with a 2 hour generic, *within 3 weeks of the date used*
- Support KSPC's Programming Initiatives outlined below

Programming initiatives: KSPC programming initiatives take place throughout the year (including but not limited to Indigenous People's Day, Disability Awareness Day, Centering Black Voices in Media Week, Queer and Trans Week) and **all on air hosts are required to participate in these weeks** by:
- Curating your shows' content for the programming initiatives' purpose (i.e.: highlighting those specific underrepresented sounds, perspectives, and voices). Specialty shows & talk shows are not exempt from this requirement and all shows are expected to be working throughout the year to highlight minoritarian sounds, perspectives, and voices
- Airing community messages marked by the programming department for the specific programming initiative (in the digital folders *and* the CM box in the OTA)
- If possible, attend the concert/social event(s) hosted for the initiative

I have read and agree to fulfill the On-Air Participation Expectations (initial here): _____

If the above expectations are not met:
     On Air hosts can expect immediate probation and suspension of your show; reinstating on air privileges will require a meeting with the Program Review Committee to discuss possible remedies to fulfilling the on-air participation expectations.

REQUESTING AN ON-AIR POSITION

You must request an on-air position each season by completing this form and you will be notified via email with a weekly show time and approved show format.

Have you *completed* the DJ/on-air training process? circle: Y ☐ or N ☐
     If "No," what do you have left to complete: _____

Please check the type of on-air position you are applying for:
- ☐ Newcasting (you can apply for one or more weekly 3-5 minute newscasts)
- ☐ Talk Show (typically 1 hour per week)
- ☐ Podcast (scheduling more flexible, podcasts are typically aired as produced/available)

Music Show (show length is typically 2 hours per week):
- ☐ Underground Show (includes Electronic, Hip Hop)
- ☐ Classical Show
- ☐ Jazz Show
- ☐ Specialty Show (Using your own library/KSPC's library)
  (You must attach a completed Specialty Show application form to this application)

Returning On-Air Volunteers:

Please fill out your schedule below *very carefully and accurately* and include any possible/anticipated changes at the bottom. Time slots are not guaranteed to be your top choice(s). Program scheduling necessarily prioritizes currently enrolled Claremont Colleges students.

**   FIRST: You must mark with an "X" all times that you are *NOT* available due to firm time commitments -- classes, work, etc. Your schedule will also be considered in planning for station meetings and volunteer events/socials.**

**   SECOND: You must mark a 1st, 2nd, and 3rd timeslot choice. Mark "1" in the box of the timeslot you *most* prefer, "2" in your second choice, and "3" for your third choice.**

Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.
12a - 1a	■	12a - 2a	12a - 2a	12a - 2a	12a - 2a	■
1a - 3a	1a - 3a	2a - 4a	2a - 4a	2a - 4a	2a - 4a	1a - 3am
5a - 7a	5a - 8a	6a - 8a	6a - 8a	6a - 8a	6a - 8a	5a - 7a
7a - 9a	8a - 10a	8a - 10a	8a - 10a	8a - 10a	8a - 10a	7a - 8a
9a - 11a	10a - Noon	10a - Noon	10a - Noon	10a - Noon	10a - Noon	8a - 11a
11a - 1p	Noon - 2p	Noon - 2p	Noon - 2p	Noon - 2p	Noon - 2p	11a - 1p
1p - 2p	2p - 4p	2p - 4p	2p - 4p	2p - 4p	2p - 4p	1p - 3p
2p - 5p	4p - 6p	4p - 6p	4p - 6p	4p - 6p	4p - 6p	3p - 5p
5p - 7p	6p - 8p	6p - 8p	6p - 8p	6p - 8p	6p - 8p	5p - 7p
7p - 10p	8p - 10p	8p - 10p	8p - 10p	8p - 10p	8p - 10p	7p - 9p
10p - 1a(M)	10p - 12a(T)	10p - 12a(W)	10p - 12a(Th)	10p - 12a(F)	10p - 1a(Sa)	9p - 12a(Su)

Please list or explain any possible/anticipated changes to your schedule here:

_____