



CKCU 93.1 FM Volunteer Agreement

- I) As CKCU-FM is committed to a harassment-free workplace, all members of CKCU-FM are entitled to respect and professional conduct from other members of CKCU-FM, including volunteers, staff, and management;
- II) All CKCU content must comply with CRTC regulations (<http://laws-lois.justice.gc.ca/eng/regulations/SOR-86-982/>)
- III) As CKCU-FM is committed to providing a safe and secure environment for its membership, any person on CKCU-FM premises must provide their name and identification to staff, security, police, or other CKCU-FM volunteers when requested;
- IV) Volunteers will take part in both the CKCU-FM annual funding drive and attend the annual funding drive meeting;
- V) Volunteers may operate station equipment only after the appropriate training and authorization by CKCU-FM staff or management;
- VI) Only persons approved by CKCU-FM staff or management and whose name appears on the CKCU-FM Volunteer List may host or co-host a show;
- VII) Hosts of each show are responsible for securing their own fill-ins from the CKCU-FM Volunteer List;
- VIII) Hosts (or their fill-ins) of each show are responsible for correctly filling out all logs (programming, music, closed circuit or other) in accordance with CRTC guidelines;
- IX) On-air volunteers will not relinquish responsibility of the station's on-air studio except to another authorized volunteer or a member of staff or management;
- X) Volunteers are responsible for the conduct of their program guests and will ensure that all non-volunteers are adequately supervised;
- XI) Food and drink are forbidden in the on-air studio, closed circuit and the production studio;
- XII) Smoking is forbidden throughout the station;
- XIII) Volunteers must not attempt to repair, calibrate, move or otherwise modify station equipment or computers;
- XIV) Volunteers will respect the Copyright laws. Copyright of all original material produced at CKCU-FM is shared between CKCU-FM and the producer;
- XV) All materials delivered to CKCU-FM are the property of CKCU-FM;
- XVI) Volunteers must comply with all advertising and all fundraising rules set out by the CKCU-FM Sponsorship Coordinator and/or the CKCU-FM Board of Directors;
- XVII) Volunteers must not use CKCU-FM's facility, equipment and name for personal and/or financial gain;
- XVIII) Volunteers will provide staff with up to date addresses and phone numbers;

- XIX) Cases involving serious security or safety issues, theft of or damage to equipment, actions posing significant legal or regulatory risk, or serious breaches of any of the previous clauses are subject to immediate expulsion.
- XX) Removal of CKCU property, even temporarily, including music and equipment, is strictly prohibited. Volunteers must make arrangements with a staff member to sign out station equipment that can be loaned.
- XXI) Volunteers must not use CKCU's name or logo without permission from staff.

By signing below, I _____(print name clearly) accept that I am subject to the policies, procedures, and regulations of CKCU Radio Carleton Inc. listed above as well as those of the Canadian Radio-Television and Telecommunications Commission (CRTC).