

MEMORANDUM

**SUBJECT:** Hourly Volunteer Requirement for On-Air Show Hosts and Sound Engineers

Purpose: The purpose of the memorandum is to outline hourly volunteer requirements for WWM volunteers who receive significant intangible benefits as a result of the nature of the volunteer activities. WWM volunteers that host and produce shows as on air talent and engineers greatly benefit from their involvement with WWM. This specific set of volunteers receives training, experience, and/or publicity through use of WWM resources, including airwaves which this set of volunteers may then capitalize on for personal or professional gain. The continued and future operation of WWM requires that on-air hosts and sound engineers assist the station in an off-air capacity. Without volunteer commitments to critical off-air domains such as training, administration, and maintenance, WWM would not have the ability to manage and support on-air programming.

Hosts/Producers & Engineers receiving training or using equipment to broadcast: These volunteers greatly benefit from the training and use of WWM resources. To that end, these volunteers are required to provide no less than five (5) hours of service to WWM in an off-air capacity.

Hosts/Producers & Engineers receiving increased publicity/syndication: While this category of volunteers does not benefit from the training and equipment services provided by WWM, these volunteers still benefit by the increased publicity received from broadcasting over WWM assets. To that end, these volunteers are required to provide no less than one (1) hour each month in training new personnel on the successful operation of equipment and successful conduct of a show. This may be on or off-air.

Responsibility:

- a. *Volunteers.* Volunteers will discuss their proposed volunteer activities with the President for approval prior to execution. Volunteers will document their hours in the WWM volunteer log, or through email to the President of WWM whenever that is not feasible due to distance.
- b. *President.* The President is responsible for approving all activities volunteers propose in order to comply with this policy. The President will also conduct a quarterly review of volunteer hours to determine compliance and make recommendations to the board regarding exceptions to policy and actions to enforce this policy.
- c. *Board.* Maintains the authority to grant exceptions or make changes to this policy.

Enforcement: First failure to abide by this policy will result in a written letter of concern and require making up the missed hours no later than the quarter following the quarter when hours were missed. Subsequent failure to abide by this policy may result in the termination of broadcast of the host's/engineer's show and association with WWM at the conclusion of any relevant outstanding contracts involving the volunteer, their show or organization, or WWM.

  
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President, Wild World Media      Date