

CFRC Volunteer Agreement

Welcome to CFRC 101.9fm! Thank you for wanting to be part of our team. We ask all of our volunteers and programmers to commit to a shared set of responsibilities, as detailed below. Please read and sign; all references are to the CFRC Policy Manual, available at the station and at the cfr.ca website.

I ACCEPT THE FOLLOWING RESPONSIBILITIES:

- I will read the CFRC Policy Manual available on the CFRC website: <https://www.cfr.ca/downloads/cfr-policy-may-2023.pdf>
- I will adhere to all CFRC and CRTC policies and regulations in the Policy Manual, including CanCon, spoken word, and new music.
- I will attend station meetings, read the station newsletter and respond to communications from staff.
- I will respect CFRC's property including but not limited to assets from the music library, all sound and technical equipment, as well as respect the station environment, the staff, guests and my fellow volunteers.
- I will complete and file my program logs in a timely manner.
- I will be an active volunteer and participate in CFRC outreach, the Funding Drive and referendum activities, and training & mentorship of new volunteers.
- If I cannot do my show, I will find an appropriate replacement or pre-record my show and notify the programming manager.
- I will read and sign the relevant Programmer/Podcaster agreements when a program/podcast I may propose is approved.

Volunteer Name (please print): _____

Volunteer Signature

Date:

Staff Signature

Date:

CFRC VOLUNTEER TRAINING CHECKLIST

COMPLETE?

STAGE #1: ORIENTATION

- Orientation presentation _____
- Station tour and intro to music library _____

STAGE #2: LIVE ON-AIR PROGRAMMING

- CR2: broadcasting live and using the soundboard _____
- Understanding SAM Broadcaster _____
- Using CDs and turntables _____
- Using the Digital Music Library _____
- How to use DotLog _____

STAGE #3: PRE-RECORD PROGRAMMING

- CR1/CR3: how to use a DAW to pre-record _____
- Using the soundboard and setting up the mics _____
- Skills such as: recording, editing, multi-track mixing, rendering _____
- Programming regulations and policies _____

STAGE #4: PROGRAM REVIEWS

- Program name: _____
- Program name: _____

STAGE #5: DEMO/SHOW PROPOSAL

- Demo .mp3 file sent _____
- Demo requirements checklist met _____
- Show promo recorded _____

This programmer is ready!!! :)

Programmer signature: _____

Staff signature: _____