

ALTONIMBUS ENTERTAINMENT
KUMORICON 2008 STAFF MEMBER
REGISTRATION FORM



PLEASE PRINT LEGIBLY

NAME _____ EMAIL ADDRESS _____ PHONE NUMBER _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

_____/_____/_____

DATE OF BIRTH (MONTH/DAY/YEAR) _____ KUMORICON MESSAGE BOARD USERNAME _____

EMERGENCY CONTACT NAME _____ EMERGENCY CONTACT PHONE NUMBER _____

T-SHIRT SIZE AND TYPE (BABYDOLL OR REGULAR?) _____

List instant messenger network(s) that you are available to meet online with (ie. Jabber, AOL Instant Messenger, MSN Messenger, Yahoo Messenger), and usernames, in order of preference:

1. _____ (NETWORK) _____ (USERNAME)
2. _____
3. _____

List the position(s) you have been appointed to, the department the position is in (Operations, Programming, Publicity, or Relations), and obtain the initials of the respective department's director for approval for each position:

1. _____ (POSITION) _____ (DEPARTMENT) _____ (APPROVAL)
2. _____
3. _____

I, the undersigned, have read and understand the ALTONIMBUS STAFF MEMBER POLICIES on the reverse side of this page. I affirm that I satisfy the qualifications expected of a Kumoricon staff member as enumerated in QUALIFICATIONS and I agree to abide by the requirements binding on Kumoricon staff members as enumerated in REQUIREMENTS. I understand that failure to fulfill the QUALIFICATIONS of staff members or conform to the REQUIREMENTS of staff members may, *in serious cases*, result in punitive action up to and including my removal as a staff member of Kumoricon.

SIGNATURE _____ NAME (PRINTED) _____ DATE _____

(This form will not be accepted without the \$10.00 Altonimbus Entertainment membership fee payment.)

ALTONIMBUS STAFF MEMBER POLICIES

QUALIFICATIONS

A staff member must be:

- At least 16 years of age
- Able to commit to the time and work their position requires
- Respectful of convention attendees as well as other staff members
- In good standing with Altonimbus Entertainment (Altonimbus)
- Capable of attending all required trainings and meetings pertinent to their position
- Available to their department director and their supervisor, and their subordinates, and other staff as their position requires
- Able to obey the requirements listed in this document
- Adherent to the standards and policies set forth within Altonimbus Entertainment bylaws for voting members

BENEFITS

Staff members are unpaid volunteers who commit their time and effort for such intangible benefits as the joy of the experience, camaraderie with fellow dedicated anime fans, and professional development.

Staff members may be granted certain privileges including, but not limited to, discounts on hotel reservations, membership fees, t-shirts and merchandise. Staff members shall be considered voting members of Altonimbus Entertainment with certain voting rights in accordance with Altonimbus Entertainment bylaws.

REQUIREMENTS

Staff members must be approved to at least one specific position by a director. Staff members may work in more than one position and may work in more than one department, but must be approved by the respective department's director for each position. Approval is completely at the discretion of the hiring director, and a director may reject your application for any reason.

The enumeration of the responsibilities of a staff member's position is at the discretion of the supervising director of the position. Staff members are expected to fulfill the responsibilities of the position they have been appointed for, as determined by their supervising director. Staff members may be expected to perform roles outside the scope of their official duties during Altonimbus events.

Staff members are required to pay annual Altonimbus membership fees. Altonimbus membership fees are due at the time of the staff member's appointment.

Staff members may not claim to represent or act on behalf of Altonimbus Entertainment or its events except only in a manner expressly permitted by their supervising director and in accordance with their position.

Some events prohibit staff members from competing. Staff members are responsible for adhering to specific event rules.

Staff members are required to submit to Altonimbus valid contact information. This information is necessary for the efficient planning and performance of Altonimbus events. Staff members are expected to submit the following:

- Your name
- A valid email address you check frequently
- A phone number and street address where you can be reached
- Your Kumoricon Message Board username

Staff contact information, excluding street address, will be made available only to other staff via a security-restricted area of the website and for the sole purpose of facilitating the preparation and production of Altonimbus events. Distribution or abuse of staff contact information is strictly prohibited.

DISQUALIFICATIONS

Anyone included on the Altonimbus blacklist, or has had their badge or staff privileges revoked during the previous convention year may not be a staff member.

MISCELLANEA

Staff members will be able to access the staff mailing list, private staff area of the Kumoricon website, and private staff message boards for the purposes of organizing the convention and discussing issues privately among fellow staff members. Staff members are strongly encouraged to use the Kumoricon Message Board to interact with fellow staff members and to respond to questions from the general public.

Staff members who need a public email address but do not wish to publish their personal email address may inquire about getting a public Kumoricon email alias that redirects mail to their personal email address. Staff members should be aware that Kumoricon email aliases are provided based on the position, for the duration of the member's appointment to the position, and may be reused by the member's successor in their position.

Staff members should never spend money on any item or service for Altonimbus without prior written approval from their director. Staff members will not be reimbursed if they cannot provide written approval from their director along with itemized receipts documenting their purchases.

Altonimbus Entertainment reserves the right to change this document without prior notice.