

# KUMORICON 2009

## STAFF REGISTRATION FORM

www.kumoricon.org



### Staff Member Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Badge Name (please limit to about 20 characters) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Email Address \_\_\_\_\_

Phone \_\_\_\_\_ Forum ID \_\_\_\_\_

Check if you do not wish your photo displayed on the staff list (this is only visible to other staff).

Instant message/chat/other forms of communication (examples: Jabber, AIM, MSN, Skype), in order of preference (optional):

Network/Protocol	Screen Name or ID	Network/Protocol	Screen Name or ID
#1 _____	_____	#2 _____	_____
#3 _____	_____	#4 _____	_____

Birthdate: \_\_\_\_\_ T-shirt size: \_\_\_\_\_ T-shirt type:  Regular  Babydoll

### Emergency Contact Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Phone \_\_\_\_\_

### Staff Positions

Position	Department	Director's Initial
#1 _____	_____	_____
#2 _____	_____	_____
#3 _____	_____	_____

Please pay the \$10 staff dues by cash (except if mailing), check, or money order made out to "Altonimbus Entertainment".

Staff registration covers your attendance to the convention and separate attendee registration is not needed. If you have already registered as an attendee, staff registration is an upgrade, and the difference between your attendee registration fee and staff dues will be refunded to you.

Staff members must be at least 16 years of age. Staff members under age 18 at the time of registration must submit a staff parental permission form.

Staff contact information is listed in a private directory available on the web site only to other staff. Your positions, phone number, email address, forum name, IM names, city (but not address), and photo are listed. Street address is available to other staff members by request, subject to certain conditions. Birthdate, emergency contact, and other information are not listed.

Staff may be listed by name and position in public areas, such as the convention book or public web site.

**Staff membership is not valid until this form is initialed by the director(s) for each position, signed by the staff member, dues paid, and ratified by the Secretary.**

**By registering, staff members agree to follow both the general Kumoricon attendee policies and the staff policies (back).**

\_\_\_\_\_  
Member's Signature

\_\_\_\_\_  
Member's Printed Name

\_\_\_\_\_  
Date

# STAFF 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
- 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, merchandise, and attendance at the staff retreat. 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 at the discretion of the hiring director.

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 Entertainment events.

Staff members are required to pay annual Altonimbus Entertainment 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.

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.

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

Staff who do not fulfill the requirements of their position(s) may be subject to punitive action up to and including removal of staff membership.

## Miscellanea

Staff members will be able to access the staff mailing list, private staff area of the Kumoricon website, and private staff forums for the purposes of organizing the convention and discussing issues privately among fellow staff members. Staff members are strongly encouraged to use the Kumoricon Forums 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 policies are subject to change. The latest version of the staff policies will be available in the "Documents" or "Staff" section of the web site.