

KUMORICON 2013



STAFF MEMBERSHIP REGISTRATION FORM

Staff status confers membership (including voting rights) in Altonimbus Entertainment, the organization which produces Kumoricon.

Member Information

First Name _____ Last Name _____

Mailing Address _____

City _____ State _____ ZIP _____

Email _____ Phone _____

Birthdate _____ T-Shirt Size _____ T-Shirt Style ☐ Regular ☐ Babydoll

Emergency Contact Name _____ Phone _____

Would you like us to be aware of any particular allergies or medical conditions? _____

Online Staff Photo

We may take your photo when you register as staff, or when you check in at the convention. Your photo will be visible in the private staff area of the website to convention executives, any coordinators and managers you report to, and any people who report to you (directly or indirectly). Your photo is not visible to the entire staff unless you choose to make it visible to all staff by changing this setting in the staff area of the website. You may also choose to upload your own photo to replace the one we take of you.

Staff Positions

Staff Position _____

Dept _____ Director's Initials _____ Date _____

Staff Position _____

Dept _____ Director's Initials _____ Date _____

Membership is not valid until the form has been completed, signed by the staff member, initialed by the applicable director for each position, and the membership registration is ratified by the Secretary.

Please make sure that the staff registration quiz is attached (labeled pages 3 and 4).

Staff members under age 18 (at the time of registration) must submit a parent permission form before their membership registration will be ratified.

By registering, staff members agree to follow both the Kumoricon Convention Policies and the Staff Membership Policies (back).

Signed _____ Date _____

Staff Membership Policies

Qualifications

A member must be:

- At least 16 years of age (with parent permission if under age 18)
- 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 members

Benefits

Altonimbus Entertainment 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. To acknowledge that commitment, members are also referred to as “staff members”.

Members may be granted certain privileges including, but not limited to, discounts on hotel reservations, Convention Membership, T-shirts, merchandise, access to staff-only areas, and attendance at staff events. Members of Altonimbus Entertainment have certain voting rights in accordance with Altonimbus Entertainment bylaws.

Altonimbus Entertainment Membership covers your attendance at Kumoricon, and separate Convention Membership registration is not needed. If you have already registered as a Convention Member, Altonimbus Entertainment Membership is an upgrade, and your Convention Membership cost will be refunded to you.

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 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 and contests prohibit staff members from competing. Staff members are responsible for adhering to specific event rules.

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

Resignation

A staff member may resign from one or more staff positions by delivering written notice to either the Secretary or to the director to which the staff member reports. Because it is possible for a staff member to hold more than one position, the resignation should specify the exact position(s) the member is resigning from. Resignation from all current staff positions will result in resignation as a member of Altonimbus Entertainment.

Removal

Unfortunately, it is occasionally necessary to remove a staff member from a position. The director to which a staff member reports for a specific position will make such a decision if it becomes necessary. The staff member may request an appeal from the director or the whole board regarding a removal. The director or the whole board will decide whether to hear an appeal on a case-by-case basis.

Also, occasionally, an individual will be barred from becoming staff either indefinitely or for a certain period of time. Such an individual may request an appeal to lift this status. The board will decide whether to hear such an appeal on a case-by-case basis. Appeals will usually not be heard in the 90 days leading up to the convention. In hearing an appeal, the board will decide whether the appeal will be heard by the whole board, or only by certain directors. The board, among other factors, may consider the amount of time that has passed since the individual’s offenses in deciding either whether to hear an appeal or in considering a specific appeal. The board may contact the individual with questions prior to deciding whether to hear an appeal. If the board decides to lift the status barring an individual from becoming staff, understand that this does not mean the individual has now been granted a staff position; it only means that the individual may now apply for positions. It is possible that an individual will be unbarred from staff but will then not, in fact, be appointed to any staff positions.

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 member contact information is listed in a private directory available on the website only to other staff members. Position titles, phone number, email address, forum name, and city (but not address) 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 member photos are displayed to convention executives, any coordinators and managers to whom a staff member reports, and any people who report to a staff member (directly or indirectly). Individual staff members may choose to make their own photos visible to the entire staff.

Staff members may be listed by name and position in public areas, such as the program book or public website.

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 “Get Involved” section of the website.

Staff Quiz

You must take this quiz to complete your staff registration. These questions are based on the convention policies and the staff policies, and answers can be found therein. Your staff registration will be approved even with some incorrect answers as long as the quiz is complete. The correct answers can be found in the private staff area of the website.

Attendee Policies

Age Policies

1. What parent or legal guardian involvement is required for an attendee age 17?

- ☐ Must be accompanied by their guardian at all times.
- ☐ Guardian must be on site at all times, but does not need to directly accompany the attendee.
- ☐ Guardian must check in with the attendee and sign the parent permission form, but does not need to stay on site.
- ☐ Parent permission form must be on file, but guardian does not need to be on site.
- ☐ No parent/guardian permission required.

2. What parent or legal guardian involvement is required for an attendee age 12?

- ☐ Must be accompanied by their guardian at all times.
- ☐ Guardian must be on site at all times, but does not need to directly accompany the attendee.
- ☐ Guardian must check in with the attendee and sign the parent permission form, but does not need to stay on site.
- ☐ Parent permission form must be on file, but guardian does not need to be on site.
- ☐ No parent/guardian permission required.

3. What parent or legal guardian involvement is required for an attendee age 5?

- ☐ Must be accompanied by their guardian at all times.
- ☐ Guardian must be on site at all times, but does not need to directly accompany the attendee.
- ☐ Guardian must check in with the attendee and sign the parent permission form, but does not need to stay on site.
- ☐ Parent permission form must be on file, but guardian does not need to be on site.
- ☐ No parent/guardian permission required.

4. What time does curfew start for attendees under age 18?

- ☐ 11:00 pm
- ☐ 12:00 midnight
- ☐ 1:00 am
- ☐ 2:00 am
- ☐ 3:00 am
- ☐ Does not start at a specific time, but applies within age 18+ events.

5. What time does curfew end for attendees under age 18?

- ☐ 4:00 am
- ☐ 5:00 am
- ☐ 6:00 am
- ☐ 7:00 am
- ☐ Does not end at a specific time, but ends at the conclusion of the 18+ event.

6. Can an attendee who is age 17 be in convention space past curfew if they are accompanied by their legal guardian?

- ☐ Yes
- ☐ No

7. What is required to verify that an attendee is of age past curfew?

- ☐ 18+ badge and hand stamp
- ☐ 18+ badge only
- ☐ Hand stamp only

8. What is required at the entrance to an age 18+ event to verify that an attendee can enter?

- ☐ 18+ badge and one of either hand stamp or photo ID
- ☐ 18+ badge and hand stamp
- ☐ 18+ badge only
- ☐ Either hand stamp or photo ID
- ☐ Hand stamp only

Costume, Prop, and Weapon Policies

9. Are masks allowed as parts of costumes in convention space?

- ☐ Yes, everywhere.
- ☐ Yes, except in hotel lobbies.
- ☐ No.

10. Can toy guns which fire foam projectiles be carried in convention space?

- ☐ Yes, but only if peace-bonded.
- ☐ No.

11. Can replica guns which cannot fire anything be carried in convention space?

- ☐ Yes, but only if peace-bonded.
- ☐ Yes, but only if they appear obviously fake from a distance, and if peace-bonded.
- ☐ No.

12. Can replica bladed weapons with a dull edge be carried in convention space?

- ☐ Yes, but only if peace-bonded.
- ☐ No.

13. Can a functional firearm be carried by a person holding a concealed weapons permit in convention space?

- ☐ Yes, provided the firearm remains always concealed at all times.
- ☐ No.

Photography Policies

14. May attendees take photos at convention events?

- ☐ Yes, unless the event hosts request no photography.
- ☐ Yes, always—event hosts must allow photography.
- ☐ No—a press badge is required.

15. May attendees take photos of other attendees within convention space?

- ☐ Yes, unless the attendee being photographed objects.
- ☐ Yes, always—attendees agreed to be photographed.
- ☐ No—a press badge is required.

Staff Policies

16. Can staff compete in contests?

- ☐ Yes (if the rules allow), and you can pause your staff shifts for the contest.
- ☐ Yes (if the rules allow), but only if it does not interfere with staff obligations.
- ☐ No—contests disallow staff.

17. Can staff cosplay at the con?

- ☐ Yes, including while on duty.
- ☐ Yes, but only while off duty.
- ☐ No.

18. Are staff required to get the age 18+ hand stamp to enter 18+ events?

- ☐ Yes—no exceptions.
- ☐ Yes, but there is an exception for on-duty staff working that specific event.
- ☐ No.

19. Do staff need to also register as Kumoricon attendees?

- ☐ Yes—Staff registration is separate from registering to attend the con.
- ☐ No—Staff registration includes convention attendance membership. However, if you already registered as an attendee, you don't get a refund.
- ☐ No—Staff registration includes convention attendance membership. And if you already registered as an attendee, you get a refund.

20. When can staff spend money on behalf of the convention and receive reimbursement?

- ☐ When spending is required for a position, in your best judgment and with a receipt.
- ☐ When spending is required for a position in your best judgment, and also with approval from your director and with a receipt.
- ☐ Only for spending that has been approved by your director before your purchase, and with a receipt.
- ☐ Never except for directors.

21. What if an outside business or organization contacts you or starts a conversation with you because you are a member of Kumoricon staff, and wants to become involved with the convention?

- ☐ You can try to get them involved to as much extent as you feel comfortable.
- ☐ You can talk to them about publicly available information about Kumoricon, but refer them to the appropriate contact email address for questions about specific involvement.
- ☐ You should not answer any questions yourself, but only refer them to the appropriate contact email address.

22. Under what circumstances can you initiate contact with an outside business or organization on behalf of your staff position?

- ☐ Anytime, because as a staff member, you represent the convention.
- ☐ Only with approval from your director.
- ☐ Only with approval from your director, except that any staff members may promote using flyers in person.
- ☐ Never, except for directors, except that any staff members may promote using flyers in person.