

KUMORICON 2014



STAFF MEMBERSHIP REGISTRATION FORM

Staff status confers voting membership in Altonimbus Entertainment, the organization that produces Kumoricon.

Member Information

First Name _____ Last Name _____

Mailing Address _____

City _____ State _____ ZIP _____

Email _____ Phone _____

Birthdate _____ Staff T-Shirt Size _____

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 all staff up and down your chain of command, and to all convention executives. You may optionally change a privacy setting to make your photo visible to the entire staff. 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

Basics

Kumoricon staff are 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.

Joining staff means you're pledging a commitment to the organization that lasts through the next annual convention. Every staff member holds one or more specific positions with a title.

When you join staff, you become a part of the Kumoricon family. Staff take on responsibility and ownership for a little (or big) piece of the convention, and are expected to be available to fill any need if an emergency or shortage occurs.

Kumoricon staff are voting members of Altonimbus Entertainment, the organization that produces Kumoricon. As part of the voice of staff in shaping the organization, staff members cast a vote in annual elections for the next year's President and directors.

Application

You become staff once you are approved for, and officially register for, a specific position. Approval is at the discretion of the position's director. Registration requires submitting a completed staff form, signing these policies, and ratification by the Secretary.

Once you join staff under one position, you can change to a different position, or add an additional position, provided you have the permission and approval of each supervising director.

Each staff position lasts through the end of that year's convention. Staff wishing to renew must re-apply each year.

Joining staff covers your entry to the convention by granting you automatic convention membership. If you previously registered as an attendee, then changing to staff is an upgrade, and you are eligible for a refund.

Requirements

Staff must be at least age 18 at the time of appointment, or at least 16 with a parent permission form. (Exceptions may be granted in certain circumstances.)

A staff position may involve both a pre-convention and at-convention component. Staff are responsible for meeting the time and work requirements for their positions.

Staff must remain in communication with their supervisor for each of their positions.

Staff who hold more than one position are responsible for working with each of their supervisors to make sure that they are able to meet the requirements of each position and resolve any time conflicts.

Restrictions

You may not claim to officially represent, or act on behalf of, Altonimbus Entertainment except as permitted by your official duties or with permission of your manager or director.

When you interact with attendees or with the public, your actions always reflect on the organization. Staff are responsible for ensuring that their behavior professionally represents the organization.

Staff members should never spend money on any item or service for Altonimbus Entertainment without prior written approval from their director. Reimbursement requires written approval and itemized receipts.

Confidentiality

In the course of your staff duties you will likely encounter internal information which should remain private. Different types of information have different levels of sensitivity. When in doubt, you are responsible for learning the appropriate level of sensitivity of the information you encounter or work with, speaking with your manager or director as needed, and maintaining privacy or confidentiality accordingly.

Certain pieces of information are always treated as very sensitive. You may only communicate such information to other staff on a strictly need-to-know basis and only under the direction of your manager or director. These include but are not limited to:

- Personally identifiable information about attendees, including but not limited to attendee or member databases, addresses, email addresses, phone numbers, or birthdates
- Disputes or incident reports involving staff or attendees
- Department or organization budgets
- Identities or details of guests of honor, industry guests, or partners which have not been publicly announced
- The existence or details of venue contracts which have not been publicly announced
- Any type of information planned for announcement at a later date or time

For information which is not as sensitive, you must be appropriately discreet, but you can sometimes share such information with other staff as is convenient, or in certain cases, with people outside of staff.

Privacy

Staff members may be listed publicly by name and position.

Staff member names, positions, email addresses, phone numbers, and cities are listed in a directory only accessible to current staff members. A staff member's photo is displayed to all staff up and down that individual's chain of command, and to all convention executives. A staff member may change a privacy setting to make their photo visible to the entire staff. Staff members who have positions reporting to them may also access the email addresses of previous staff to ensure registration invitation emails are sent to the correct address.

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.

Staff Quiz

You must take this quiz to complete your staff registration (unless you took it in 2013 already). 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.