

# KUMORICON 2017



## STAFF MEMBERSHIP REGISTRATION FORM

### Member Information

Preferred Name: First \_\_\_\_\_ Last \_\_\_\_\_

Your preferred name will be the name we use on your staff badge, in staff listings, and in the staff directory. If you staffed for a previous Kumoricon, please write the name that was on your most recent staff badge so we can register you under your existing staff account. If your preferred name is different than the name on your legal ID, please make sure to add it within the staff website. You can change your preferred name or your name on ID at any time within the staff website. Your name on ID will not be visible to other staff except on an as-needed basis.

Email \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

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

Birthdate \_\_\_\_\_ Staff T-Shirt Size \_\_\_\_\_  Name on ID differs from preferred name

Emergency Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

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

If you leave this blank, anything you wrote in a previous year of staffing will carry over. If you wish to clear this information, please write "None".

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### Staff Positions

- Please select:  I am signing up for a specific position today. (Director initials required below.)  
 Please help me find a staff position that would fit me.

Staff Position or Interest \_\_\_\_\_

Department \_\_\_\_\_ Director's Initials \_\_\_\_\_ Date \_\_\_\_\_

Staff Position or Interest \_\_\_\_\_

Department \_\_\_\_\_ Director's Initials \_\_\_\_\_ Date \_\_\_\_\_

### Agreement

By signing, you are registering for voting membership in Altonimbus Entertainment for the 2017 term, and pledging a commitment as a volunteer staff member for Kumoricon 2017. Your registration for both is not complete until we ratify it after meeting the requirements (see reverse). Voting membership status is governed by the bylaws of Altonimbus Entertainment. Staff status may be terminated at will by either you or us. Unless informed otherwise, your staff status lasts through the 2017 convention as well as past the convention as needed or as agreed upon to fulfill the duties of your position(s), some of which may be year-round. It does not automatically renew for 2018. While you are staff, you are expected to follow the full staff policies, which we may amend without prior notice. You must also uphold your confidentiality obligations past the duration of your staff status in order to remain in good standing with us. Your contractual rights and obligations will not be changed without your affirmative consent.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Staff Policies Summary

### 1. Get permission before spending money.

All spending is budgeted. Staff may not spend money for Kumoricon without prior approval from their director or manager. Reimbursement requires written approval and itemized receipts.

### 2. Don't make promises without prior approval.

Staff may not sign contracts or make verbal or written promises to outside parties without prior approval from their director or manager. This includes negotiations beyond an introduction, and reaching out to other businesses, industry, guests, or press.

### 3. Avoid speaking on behalf of the con without permission.

This rule can be tricky, and staff need to be careful. Staff are not allowed to speak as representatives for the convention without permission. This includes speaking to the press and making any statement visible to the public, in whatever format, including web posts and **social media comments**. Even if you are not using any official organization resources, if it is known to the public that you are staff, your statements can be interpreted as official statements. If in doubt, please ask your director or our Publicity department for guidance.

### 4. Keep confidential information private.

It's ok to talk to people outside the con about the work you do for the con, and what your job is like. But certain information is sensitive and should only be shared with staff who have a genuine need to know. If you aren't sure, it's **your** responsibility to ask your supervisor about what is sensitive. Certain things are always treated as very sensitive:

- a) Personally identifiable information about attendees, including but not limited to attendee or member databases, addresses, email addresses, phone numbers, or birthdates
- b) Disputes or incident reports involving staff or attendees
- c) Department or organization budgets
- d) Identities or details of guests of honor, industry guests, or partners which have not been publicly announced
- e) The existence or details of venue contracts which have not been publicly announced
- f) Any type of information planned for announcement at a later date or time
- g) Any type of information that we are treating as sensitive or confidential

### 5. Honor your staff commitment.

Joining staff means you're pledging a commitment that lasts through the next upcoming convention. Some of your work obligations might be pre-con, and some might be at-con. You're also promising to be available during emergencies and shortages during the times you are on site. If you hold more than one position, then it's your responsibility to make sure you communicate time conflicts in advance.

### 6. Keep in contact.

Keep in communication with your manager or director. Not sure about something, or what to do next? Ask!

### 7. Set a good example.

People will make judgments about the entire convention based on the actions of a single staff member. Show the world—and your fellow staff—your best.

### 8. Follow the code of conduct and staff policies.

The full staff policies are available to registered staff on the website, along with additional staff training and resources. The attendee code of conduct is publicly available on the website. The board may change these rules without prior notice. You will be notified if we make changes that change any expectations we have of you.

### 9. For managers only...

Managers and executive-level staff are subject to additional policies and required training. After you register, you may be given a date by which you must complete these to maintain your manager-level or executive-level staff status.

### Privacy notice

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. We may take your photo when you register as staff, or when you check in at the convention. Your photo is displayed to all staff up and down your chain of command, and to all convention executives. You may change a privacy setting to make your 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.

## Registration Requirements

1. You have completed and signed the form.
2. You are signing up for a specific position, initialed by the director for each position.
3. The staff quiz (see pages 3 and 4) is attached, unless you took it in a previous year.
4. You are at least age 16 at time of registration. (We sometimes make exceptions.)
5. If under age 18 at time of registration, you have submitted a parent permission and liability release form.
6. The Secretary ratifies your registration.

## A few other things...

- You can change or add staff positions later, provided you have the permission and approval of each director.
- Staff registration covers your convention entrance. You don't need to pay or register as an attendee separately.
- If you previously registered for Kumoricon 2017 as an attendee, then your staff registration is an upgrade and you are eligible for a refund. Please contact [membership@kumoricon.org](mailto:membership@kumoricon.org) to request this.
- All Kumoricon staff are unpaid volunteers—even the top executives and board of directors.

## Staff Quiz

You must take this quiz to complete your staff registration (unless you already took it since 2013). This quiz can also be taken interactively in the private staff section of the website as many times as you want, if you would like to review the answers later. These questions are based on the convention code of conduct and the staff policies, and answers can be found therein. These two documents are publicly available on the Kumoricon website. Your staff registration will be approved even with some incorrect answers as long as the quiz is complete.

### 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 and sign the parent permission form.
- Guardian must be on site at all times and sign the parent permission form, 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 and sign the parent permission form.
- Guardian must be on site at all times and sign the parent permission form, 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 and sign the parent permission form.
- Guardian must be on site at all times and sign the parent permission form, 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 registration areas or 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. 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.

**19. 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.

**20. 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.

**21. 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.