

# KUMORICON 2016



## STAFF MEMBERSHIP REGISTRATION FORM

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

### Member Information

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

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

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

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

Birthdate \_\_\_\_\_ Staff T-Shirt Size \_\_\_\_\_

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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### 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

- 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 \_\_\_\_\_

**Staff 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 the parent permission and liability release form before their staff registration will be ratified. By registering, staff members agree to follow both the Kumoricon Convention Code of Conduct and the Staff Membership Policies (back).

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

## Staff Membership Policies

*A Kumoricon staff position comes with great power, and great responsibility. Please remember the basic rules:*

1. As staff, your behavior reflects on the convention. People will make judgments about the entire convention based on the actions of one staff member. Show the world—and your fellow staff—your best.
2. 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.
3. Keep in communication with your manager or director. Not sure about something, or what to do next? Ask! This goes double if you have more than one position. It's your responsibility to make sure you communicate time conflicts in advance.
4. Staff may not speak as representatives for the convention, officially or unofficially, unless your individual position specifically allows this.
5. Similarly, staff may not make decisions or commitments for the convention, except for duties under your individual position title.
6. All spending is budgeted. Staff may not spend money for Kumoricon (or sign contracts for Kumoricon) without prior approval from their director or manager. Reimbursement requires written approval and itemized receipts.
7. Keep private information confidential. 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

### Why Join Staff?

All staff are volunteers—including the top executives and board. But most of us find it to be a lot of fun. You get intangible benefits like the joy of the experience, camaraderie with fellow dedicated anime fans, and professional development. Also, staff are members of Altonimbus Entertainment, with voting rights in elections.

### How to Sign Up

- Normally, staff must be at least 16 years old at time of appointment. We sometimes make exceptions. Also, if you're under 18, you need a parent permission form.
- Approval to become staff is at the discretion of the position's director, so get that first. You become staff once you are approved for, and officially register for, a specific position title. (There is no "general staffer", like there are with non-staff volunteers.) Registration requires submitting a completed staff form, signing these policies, and ratification by the Secretary.
- You can change or add positions later, provided you have the permission and approval of each supervising director.
- 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.

### 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 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.
- 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. 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.