**KRUA 88.1 FM the EDGE**

**Volunteer Handbook**



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This document is mandated by the UAA Media Board. All changes to this document are to be approved by the UAA Media Board. This is a living document and is meant to be continually updated and edited as seen appropriate during times of change and growth.

KRUA VOLUNTEERS PLEASE NOTE THE FOLLOWING: KRUA 88.1 FM has provided you with this handbook that presents a thorough outline of all station guidelines, rules, and regulations. The information within this document is solely the responsibility of the volunteer to understand and adhere to as KRUA 88.1 FM ***will hold ALL VOLUNTEERS accountable*** for this information. In the event any infractions occur KRUA will reprimand you whether you have read the handbook or not.

KRUA 88.1 FM reminds you that volunteering is a privilege, not a right.

**Mission Statement**

To train and prepare UAA students for a career in the broadcast and journalism industry, while providing education and entertainment to the University of Alaska Anchorage community and general public. *(Approved by UAA Media Board, March 2010)*

**Purpose of Student Media**

The student media provide the university and community with a student perspective of events and activities of the university, the community and the nation. The student media also provides a real-life experience in which students apply and practice skills learned in

the classroom. Student media offer an opportunity for students to learn and perfect technical skills as well as take responsibility for the management of the organization. Students will learn to work cooperatively toward a common goal.KRUA Volunteer Handbook revised July 2019 by Station Manager 3

**The History of KRUA**

The organization that would become KRUA began transmitting in the spring of 1987, under the call letters KMPS 590 AM with a small transmitter on loan from Augie Hiebert of Northern Television, Inc. KMPS started as a carrier current station, which means that the signal traveled through telephone lines and could only be heard in specifically targeted places. In this case, KMPS could only be heard in student housing and the campus center. The station worked on a small budget and received only $1.50 per student through a student fee. The schedule was sporadic and depended on the school schedules of volunteers. The station focused its broadcasts around weekdays from noon to 5 p.m., Monday through Friday, but occasionally missed an hour or two.

During the school year of 1989-90, proceedings began to create an FM station at UAA. After meetings with the University of Alaska Anchorage Journalism and Public Communications department, local FCC offices, and the Anchorage Associated Broadcasters, Inc., documentation to create a non-commercial, educational station began.

In 1991, KMPS received the approval to move forward with the construction of a tower site for the young station, and 88.1-megahertz was assigned as its frequency. A referendum to increase student fees to $5.25 per student passed by a landslide: this allowed the station to move towards FM status.

On Valentine’s Day 1992, at approximately 5 p.m., KRUA debuted by broadcasting REM’s “It’s the End of the World as We Know It,” from Turnagain to Hillside. Over the years, KRUA continued to grow. The station has hosted national music acts, widened our coverage area and expanded our broadcast schedule. In February 2016, KRUA celebrated twenty-four years of FM broadcasting with a 24 hour live broadcast that included alumni and musical guests.

KRUA’s broadcast license is owned by the University of Alaska Anchorage Board of Regents and is licensed as a non-commercial, educational FM radio station by the Federal Communications Commission. The station receives funding from UAA student fees. Currently, students pay an $11.00 media fee, of which KRUA receives $5.50. As a non-commercial radio station, we do not seek revenue from community businesses for on-air advertisements. However, the station may conduct fundraisers and collect underwriting sponsorships to supplement the budget.

Under the current license, KRUA has a responsibility to the public to broadcast programming events which reflect community, University and student needs. The station broadcasts public service announcements over four times an hour for non-profit agencies and University events. KRUA airs newscasts, sportscasts, and a weekly public affairs program. The second license condition states that KRUA is an educational station created to enhance the UAA Department of Journalism and Public Communication by offering real-life broadcast situations.

Volunteers are given the opportunity to be trained in the many different aspects of professional broadcast radio. The station provides student-staff and volunteers a chance to see the direct application of their academic pursuits. As KRUA continues to evolve, one element is constant: our volunteers. Our volunteers are invaluable and continue to make KRUA a great station, and an excellent place to work and learn.

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**Staff Responsibilities:**

***Station Manager 786-6800, krua.stationamanger@alaska.edu***

∙ Reports to advisors and Media Board

∙ Has ultimate authority of staff and volunteers

∙ Ensures that all staff and volunteers have the necessary skills and equipment to complete their jobs efficiently

∙ Maintains a high quality radio station by continually researching available technology

∙ Manages the fiscal budget

∙ Maintains Public File

***Program Director 786-6801, krua.programdirector@alaska.edu***

∙ Selects, develops, and schedules programs.

∙ Supervises on-air sound by critiquing operations, managing programming, and working with volunteers.

∙ Recruit, train, and review performance of volunteers on regular basis. ∙ Coordinate with staff to create a well-balanced programming schedule to serve the campus and community.

∙ Helps maintains volunteer files

∙ Interprets audience research, implement results and communicates audience data with staff.

∙ Supervises Music Manager

***News, Sports and Public Affairs Director 786-6809***

∙ Responsible for meeting News, Sports and Public Affairs content minimums. ∙ Recruits and Manages entire news team.

∙ Coordinate with Program Director to recruit and train volunteers. ∙ Actively develops the KRUA news, sports, public affairs department and live broadcasts.

∙ Coordinate with The Northern Light for content exchange and submissions. ∙ Seek to collaborate with other UAA Media such as JPC and UAA Advancement.

***Marketing & Underwriting Coordinator 786-6808,***

***krua,marketingcoordinator@alaska.edu***

∙ Organizes station promotions for events

∙ Creates station e-newsletter

∙ Manages marketing campaigns to boost listenership

∙ Recruit volunteers for promotional events

∙ Serves as webmaster of social media sites and kruaradio.org

∙ Solicits donations and underwriting sponsorships from area businesses, organizations, and campus departments

∙ Writes and produces underwriting announcements

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∙ strategically building, further defining, and marketing the KRUA 88.1 FM brand with UAA and businesses in the Anchorage area

***Music Manager 786-6802, krua.musicmanager@alaska.edu***

∙ Maintains contact with promoters

∙ Maintains music rotation by screening and uploading music into rotation ∙ Reports charts to College Music Journal (CMJ)

∙ Suggests music to DJs according to their show format and personal musical tastes ∙ Helps set up interviews with bands

***News Reporter 786-6809***

∙ Reports and produces news content for the KRUA News/Sports/Public Affairs department.

∙ In the event that there is no NSPA Director, News Reporters absorb responsibilities.

∙ Reports on events around campus

∙ Arrange ongoing and special public affairs broadcasts

∙ Produces a weekly show on KRUA public affairs

∙ Collaborates with JPC and UAA departments to gather public affairs coverage ∙ Assists in recruiting and training News, Sports, and Public Affairs volunteers.

***Sports Reporter 786-6809***

∙ Reports, produces content for KRUA News/Sports/Public Affairs show ∙ Assists in recruiting and training News, Sports, Public Affairs producers ∙ Arrange for live broadcasts of KRUA sports.

∙ Collaborate with JPC coverage of UAA sports.

***Production Manager 786-6811 krua.productionmanager@alaska.edu*** ∙ Produces PSAs, liners, legal IDs, show and event promos

∙ Manage audio production by critiquing, instructing, and guiding volunteers through audio editing process

∙ Trains the new volunteers on production equipment and software ∙ Oversees the Production Assistant

***Production Coordinator 786-6811, krua.productioncoordinator@alaska.edu*** ∙ Aid Production Manager (in collaboration and independently) in creation of liners, legal IDs, show promos.

∙ Aid Production Manager in the training of volunteers.

∙ Attend Club Council meetings to spread word about KRUA and its services

***Volunteer Coordinator 786-6801, krua.volunteercoordinator@alaska.edu*** ∙ Recruits new volunteers

∙ Trains and schedules production and on-air trainings for new volunteers ∙ Maintain and organize volunteer files

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∙ Maintains communications with volunteers through phone/email and e newsletters

**Media Board:**

Media Board consists of 7 members: 3 students elected by the student body, one member appointed by the Union of Students Assembly (USUAA), two Faculty Media advisors (one for KRUA, one for TNL) and one member of the Anchorage professional journalism community. Each member serves for a one-year term. In order to maintain a clear separation between the media and governing body, members of the Media Board cannot serve simultaneous terms on the Media Board and on the Union of Student’s Assembly or Executive Board. KRUA also feels that because of a possible conflict of interest, no staff will be allowed to work at KRUA while serving a term on Media Board.

Media Board Responsibilities

∙ Set board policies

∙ Select qualified applicants for KRUA station manager and TNL executive editor. ∙ Review, amend and approve annual budgets prepared by student media managers before presentation to USUAA.

∙ May, by majority vote, terminate the KRUA station manager and TNL executive editor for due cause.

∙ Develop a code of ethics for the media staff.

∙ Ensure that student media is responsible to all elements of the University without regard to race, color, religion, national origin, sex, age, disability, or status as a Vietnam era or disabled veteran.

**KRUA Administrative Advisor:**

This person is responsible for advising station management in all UAA procedures, budget management, and general organization. Specifically, they will: ∙ Advise the media staff as to purchasing, accounting, and personnel procedures. ∙ Serve as a liaison with University administration.

∙ Attend Media Board meetings

**KRUA Faculty Media Advisor:**

The Chair of the Journalism and Public Communications Department generally appoints a member of the faculty to this position. This person is responsible for offering a semester critique and evaluation of KRUA management and overall organization. The Media Advisor will:

∙ Serve as the advisor to the student radio station in guiding and advising student management functions; program development, planning, and implementation; policies, procedures, rules and regulations pertaining to operation.

∙ Serve as resource to students for operations, programming, and production. ∙ Assist the Station Manager in assuring that operations are in compliance with FCC rules and regulations.

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∙ Instill professional ethics and maintain high technical performance standards for staff.

**Volunteer Training and Opportunities**:

The skills attained in production and on-air training are necessary to be an on-air announcer. KRUA has carefully taken into consideration the amount of time each level will require and it is ***comparable to the time you will need to dedicate to a weekly show*.** Volunteers can bypass production training by demonstrating their audio production and broadcast skills. Additional opportunities will include volunteering as a genre director/music screener.

*Intro/Orientation*: Volunteers will learn and gain an understanding of FCC/UAA/KRUA and Media Board policies and regulations. Volunteers will be given a tour of the station and also be given a KRUA and FCC handbook to assist them in the learning FCC/UAA/KRUA and Media Board policies and regulations. The Volunteer Coordinator will work with you to schedule your next training. *Audio Production*: Volunteers will learn about concepts and equipment/software used in audio production, taught by the Production Manager or Assistant. The volunteer will produce public service announcements familiarize themselves with Adobe Audition. Voice tracking and recording PSAs will develop the announcer’s diction and personality. Volunteers typically spend one to two sessions at this stage of training.

| Voice Tracking/  Audio Production | One or more sessions, equivalent to two plus hours of air time. |
| --- | --- |
| Public Service  Announcements | One PSA under guidance of Production Manager. |

*Trial Period:* After Audio Production trainings, volunteers will be put on a trail period. During this period, volunteers will not be granted full access to the Main Studio, and will be required to complete at least 2.5 hours of voice tracking, and 8 hours of Remote Studio Broadcasting. During the summer semester, the Remote Studio hours may be waived until the Fall Semester.

*Broadcasting*: After the trail period, your weekly show can being! Volunteers will have two to three on-air trainings in the main studio. Training will continue until the volunteer feels comfortable on-air without assistance and staff is confident in the volunteer’s ability to handle common broadcast situations.

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| Shadowing | Watch and assist staff with board operation. |
| --- | --- |
| Co-Hosting | Assist with board operation and on-air  commentary. |
| Hosting | Solo live broadcast monitored by staff. |

*Music Screeners/Genre Directors:* Music screeners may assist the Music Manager and help contribute to KRUA’s rotation by screening CD’s sent to us by promoters (for quality and explicit content). Genre directors may only be a director of one genre and must abide by all rules and regulations listed in the KRUA and FCC handbooks. Genre Directors must follow the charting regulations created by the KRUA Music Manager. If the Music Manager believes that the genre director is not following the charting regulations, the Music Manager may revoke the genre director’s responsibilities. KRUA prefers students to be music screeners or genre directors. If, however, there is not a student able to fill the volunteer position, a community volunteer may fill the position of genre director for up to one year.

**KRUA Volunteer Rights & Responsibilities:**

As a volunteer there are rules and expectations which must be followed. All volunteers have rights. The following is a list of rights that is not comprehensive but should serve as a reference. If you feel that you have been denied any right by KRUA staff, contact the Station Manager. If the Station Manager is unable to address your grievance or is the focus of your grievance, contact Media Board.

∙ To be adequately trained with regard to equipment operation and programming policies.

∙ To be informed of FCC policies.

∙ To receive as much advance notice as possible of preemptions or alterations of your shift.

∙ To make comments, criticisms or suggestions of programming or policy. ∙ To receive feedback, solicited and unsolicited, from staff regarding the quality of your work.

∙ To choose material for broadcast during your shift so long as it is within programming and FCC guidelines

∙ To expect the studio to be in ready-to-use condition. This includes but is not limited to; log sheets, functioning equipment and a clean workspace. ∙ To appeal disciplinary action and policy change within 5 business days. ∙ To have access to a member of staff during your shift (during office hours of 9am-5pm. Station Manager is on call for emergencies).

∙ To examine your personnel file.

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**Volunteer Expectations**

All volunteers of KRUA 88.1 FM are considered operators/employees underneath FCC mandate as noted in "The Public and Broadcasting."

**Student Volunteers**

Must be a UAA student enrolled in a minimum of 3 credits per semester physically on campus. If registered for a course online the student must pay the student media fee before they can participate. The student must be in good academic and disciplinary standing with the University of Alaska Anchorage and have a cumulative GPA of at least a 2.0. Each semester student volunteers are responsible for telling KRUA staff if their GPA has dropped or if they are no longer in good academic standing at the University.

When a student’s cumulative GPA has dropped below a 2.0 they are no longer within good academic standing and will be released from volunteer duties at the station. Volunteers may return to the station upon the successful completion of academic obligations the following semester that reestablishes their 2.0 cumulative. Once a volunteer becomes eligible he/she will only have the option to be an on air announcer. Volunteers will be in this probationary period for one semester following their return from academic ineligibility. A volunteer who restores their cumulative before the summer broadcast schedule will be on probation until the fall semester has passed. Ineligible student volunteers are not allowed to become community volunteers until the lapse of one (1) calendar year.

A dismissal as a volunteer prevents the student from contract reporting for the station. Student volunteers are required to fulfill a 3-hour-a-week obligation. Student volunteers are not to exceed 20 hours a week of volunteering at the station. Student volunteers are

required to adhere to all FCC/UAA/KRUA and Media Board policies and regulations. They will be first in line for on-air positions.

**Community Volunteers**

All community volunteers will pay a $20 fee per academic year equivalent to the UAA Student Media fee associated with KRUA. These fees will be due at the beginning of each Fall semester. The fees will be used to reimburse the KRUA budget where applicable. Community volunteers will be required to complete the same training program as student volunteers, and are required to adhere to all FCC/UAA/KRUA and Media Board policies and regulations. After completing the training process they will be allowed an on-air position only after all eligible student volunteers have been given the opportunity for a position.

KRUA 88.1 FM is a student run station entirely supported by student fees. Consequently, community members who do not act in concert with KRUA’s mission statement and continuously neglect to observe the station policies and regulations are dismissed indefinitely.

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**Alumni Volunteers**

Former employees and volunteers of KRUA who left in good standing can return as alumni at their previous status after completing studio and production training. After 10 years of volunteer service at the station, volunteers become Alumni volunteers. Alumni volunteers are required to adhere to all FCC/UAA/KRUA and Media Board policies and regulations. They will be allowed on-air positions only after all eligible student volunteers have been given the opportunity for the position.

**Intern Volunteers**

Intern volunteers—those individuals that have been sent to the station to fulfill academic or vocational requirements (high school students, King Career Center students, Alaska Youth Corp, etc.) will be required to complete the same training program as students and adhere to all FCC/UAA/KRUA and Media Board policies and regulations. After completing the KRUA training process they will be allowed an on-air position only after all eligible student volunteers have been given the opportunity for the position. All intern volunteers will be required to work 6 hours a week.

**Returning Volunteers**

After one semester of absence, volunteers wishing to return to KRUA will be required to reapply. The volunteer will have to show a comprehensive understanding of current FCC/UAA/KRUA and Media Board policies and regulations. If, and only if, the volunteer shows an understanding of the above requirements, will they be able to proceed. The returning volunteer will be expected to produce at least three new audio pieces to become eligible for on-air status. This is to ensure consistency, accuracy and commitment. Good standing is defined as leaving in good academic and disciplinary standing with the University of Alaska Anchorage and KRUA.

**Hiatus Volunteers**

Volunteers have the option to go on hiatus for a semester due extraneous circumstances. Their operator shift will be reserved up to two months unless the volunteer communicates otherwise. Volunteers on hiatus will not be required to go through any training to become active again, but may request a refresher training should they feel they need one.

**KRUA Code of Conduct**

In addition to the *University of Alaska Student Code of Conduct*, KRUA has rules in place to encourage a safe learning environment and maintain the quality of our broadcast. These rules are not comprehensive, but instead serve as a guide for your reference. Keep in mind that the *KRUA Code of Conduct* is to be adhered to in addition to the *University of Alaska Student Code of Conduct* and that KRUA will enforce both codes as necessary. All staff and volunteers are responsible for understanding and following codes. When in doubt, speak with a staff member.

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Violations that occur at the KRUA offices, broadcast studio, production room, and sponsored or produced events are subject to disciplinary action. Disciplinary action taken by KRUA is independent of disciplinary action that may be taken by University, state, or municipality officials. Further, KRUA’s decisions will not be subject to appeal on the grounds that charges of the same incident have been lessened or dropped by University, state, or municipality officials. KRUA reminds all volunteers that volunteering is a privilege, not a right.

∙ You are responsible for understanding and adhering to all FCC/UAA/KRUA and Media Board policies and regulations.

∙ There is no smoking in any of KRUA’s offices or studios.

∙ Food and beverages are not allowed in the studios.

∙ All KRUA volunteers must conduct themselves in a professional manner when addressing a fellow volunteer and staff member.

∙ FCC guidelines and the programming/on-air expectations set forth by KRUA are to be observed at all times.

∙ All guests must be approved by the Program Director 3 days in advance. ∙ Do not steal, deface or destroy KRUA property including, but not limited to: CDs, studio equipment, and furniture.

∙ Any use of the KRUA logo must be approved by the Station Manager or Marketing Coordinator before distribution of material bearing it.

∙ Please maintain a safe, welcoming environment for yourself and others. ∙ On-Air announcers who broadcast ill-fated thoughts pertaining to UAA/KRUA will be suspended for a minimum of two weeks and receive a written warning with a semester probation attached.

∙ KRUA staff members may not have romantic relations/interactions with active volunteers.

∙ Volunteers and staff members are not to entertain conflicts of interest. This includes, but is not limited to things such as: volunteering at another station without informing the Station Manager, promoting personally produced music.

**Notifications**

KRUA staff will use email as the primary means of communication to contact volunteers. Volunteers will receive notices, important deadlines, and updates from KRUA by email. It is the responsibility of active volunteers to notify the Volunteer Coordinator or Program Director of email changes. Phone calls will be conducted when necessary.

KRUA office hours run from 9am – 5pm Monday thru Friday. Please refrain from contacting staff members on their cell phones with radio-related questions or comments outside of these hours, unless it is a broadcast/station emergency (\*the Station Manager is on-call for emergencies).

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**Programming Responsibilities**

∙ Conduct yourself professionally.

∙ If you must miss or reschedule a shift or meeting, you must give as much advance notice as possible to the Program Director. As a host, three (3) unexcused absences from your shift will result in disciplinary action.

∙ During your first semester of volunteering at KRUA, all volunteer meetings are mandatory. After your first semester, attending two volunteer meetings per semester is required. If you are not able to attend a meeting, you must give as much advance notice as possible to the Program Director or Volunteer Coordinator. If a volunteer does not attend or call about an absence for the aforementioned meetings, the Program Director may choose to discontinue a show or refuse to approve a new program proposal.

∙ Meet your deadlines. If a volunteers fails to submit both a proposal and show promo each semester, the Program Director may choose to suspend or discontinue a show or refuse to approve a new program proposal.

∙ Volunteers that neglect to submit or negotiate a new deadline for production items will be suspended for a minimum of one (1) week.

∙ All guests must be approved by the Program Director three (3) days in advance. ∙ On-Air announcers are responsible for educating their guest on call to actions and radio etiquette.

∙ *On-Air announcers must come ON-AIR during their show*. Do not just let your songs play uninterrupted. You should be on mic between songs (or between every couple songs) to talk about the songs, the artists, engage your listening audience with banter, etc.

∙ Volunteers are not to mesh the definition of guest and co-host. A guest who appears on a volunteers scheduled shift either two (2) consecutive or two (2) random times will have to complete the necessary paperwork and training to become a volunteer in order to appear on any broadcasted segments in the future. In the event that a student to community ratio is being enforced the community guest will not be able to start the process until an appropriate ratio has been achieved. If KRUA volunteers neglect to adhere to this policy disciplinary action will be taken.

∙ Co-hosts are volunteers and as such must complete the same required volunteer trainings. If a co-host is unable to attend their scheduled on-air shift, it is their responsibility to communicate this to the Program Director with appropriate notice.

∙ Volunteers must remain in the studio for the entire duration of their scheduled on air shift. Volunteers are to refrain from loading music into any type of media player to run in their absence. It is the responsibility of the volunteer to notify the Program Director in a timely manner in the event they are unable to be present during any part of their show segment. If a volunteer neglects to contact the Program Director the pre-scheduled rotation in NexGen will play in their absence; in addition, volunteers who use a media player to play during said absence will be subjected to a minimum of two (2) week suspension.

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∙ Notification for pre-recorded programs needs to be received three (3) days in advance.

∙ The FCC requires the announcement of “KRUA 88.1 FM, Anchorage,” within five (5) minutes of the beginning of every hour.

∙ Complete an accurate Operator Log and return it to the binder for every shift. You can find an example of an Operator Log Sheet in the studio. On-air operator logs document the content of volunteer’s shows such as music and spot blocks. These are kept for a term of seven (7) years as required by the FCC. Copies will be made available to any interested party for a small fee. On-Air announcers that do not fill out the log properly will be given a written warning. Shows that become repeat offenders will be subjected to a minimum of one (1) show suspension at the discretion of the Program Director.

∙ Volunteers are required to play spot blocks and document the name in the designated section of the operator log. Spot blocks consist of items such as PROMOs, PSAs, IDs and LINERs. Volunteers are required to play the spot block during their show on the specified time as expressed on the operator log which are at (:00) the top of the hour, (:19) minutes, (:39) minutes. The failure to play any of the blocks and/or to document it on the operator log will result in a written warning. Shows that are repeat offenders will be subjected to a minimum of one (1) show suspension at the discretion of the program director. Failure to play any Underwriting items will result in two (2) show suspension. (\*If NexGen automation is not operational, On-Air announcers should announce the station ID at these times; “KRUA 881.FM, Anchorage”).

∙ All shows will be evaluated every semester to ensure the quality and growth of the broadcast and hosts.

∙ Show replays, which are to be played in the absence of the DJ, are only valid for airplay if they are current within the last three months. Volunteers are required to record all of their shows. These will be exclusively for replay purposes. Volunteers must save these recordings in a “*Show Replay*” folder in the dropbox. In the event that you are unable to make your broadcasting shift, you should contact the Program Director in a timely manner and a previously aired show will play in the place of your absence. There is a maximum of one (1) replay allowed a month. However, show replays are not intended to become a trend and replace a volunteer’s On-Air shift. The volunteer is responsible for cutting up and submitting their show to the Program Director.

∙ Host with shows that begin between 9am to 5pm on weekdays are required to host their show from the Remote Studio in the Student Union. No broadcasting is allowed from the Remote Studio outside of approved show times.

∙ **Guidelines for Giveaways –** hosts are required to fill out the giveaway form. The form is necessary for all giveaways. If you intend to do a giveaway during your show, please notify a staff member and they can provide you with a giveaway form. It is important to remember that the winner cannot be required to purchase something in exchange for participation in a giveaway. A listener can also not be required to travel to a store, business or other location to qualify for participation. If the host is giving away tickets to a concert or event you must use neutral

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language when announcing. Hosts are not allowed to promote a concert or event, merely identify its location and date.

∙ **Safe Harbor and after 10 p.m.** guidelines - There are several guidelines affiliated with Safe Harbor; please refer the FCC Handbook for more information. No one is allowed in the building after 10pm, unless they are a host or guest of a show. No production work will be done in the production studios after 10pm.

∙ **Payola** - a secret or private payment in return for the promotion of a product, service, etc., through the abuse of one's position, influence, or facilities. ***This is illegal and not allowed at KRUA.***

∙ **Plugola** - payment or favor given to people in media or motion pictures for favorable mention or display of a particular product or brand name. ***This is illegal and not allowed at KRUA.***

∙ During regular office hours, Monday-Friday 9 a.m.-5 p.m., all volunteer and staff members must adhere to the 15-minute rule. If you are in any area of the station for longer than 15 minutes, you must be doing work-related activity that needs to be done for KRUA. We have tons of stuff to do during the day, and it can be distracting if people are just hanging out. So, ask a staff member what you can do for the station.

∙ Locally produced programs having religious content are suitable as news or public affairs presentations where emphasis is on information or exploration of ideas. However, programs that seek to proselytize or fundraise for religious purposes are prohibited. Programs with religious content should be chosen for their general public interest or news worthiness. Otherwise, religious content should reflect balance and fairness in representing a variety of religious organizations and beliefs.

**University of Alaska Student Code of Conduct** As with all members of the University community, the University requires students to conduct themselves honestly and responsibly, and to respect the rights of others. Conduct that unreasonably interferes with the learning environment or that violates the rights of others is prohibited by the standards and guidelines collectively described as the Student Code of Conduct. Students and student organizations will be responsible for ensuring that they and their guests comply with the Code while on property owned or controlled by the University, or while at activities authorized by the University.

Violations of the Code, which occur on property, owned or controlled by the University, or at activities authorized by the University, are subject to University judicial review and disciplinary action by the University. Student behavior which, were it to occur on property owned or controlled by the University or at activities authorized by the University, would constitute a Code violation is subject to disciplinary action when the University determines that the behavior would likely have an adverse impact on the health or safety of members of the University community, regardless of where the behavior occurs. Students who are charged with violations of local, state, or federal laws may be subject to disciplinary action by the University if the offenses are also violations

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of the Code. University judicial procedures and disciplinary actions are independent of and may precede, follow, or take place simultaneously with UAA Student Code of Conduct criminal proceedings. University actions will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

A student who has been charged with a violation of the Code and refuses to participate in the judicial process, or fails to complete disciplinary sanctions assigned by the University may be prohibited from reenrolling until the charges or sanctions are resolved to the satisfaction of the University.

Disciplinary action may be initiated by the University and disciplinary sanctions imposed against any student or student organization found responsible for committing, attempting to commit, or intentionally assisting in the commission of any of the following categories of conduct prohibited by the Code.

The examples provided in this section of actions constituting forms of conduct prohibited by the Code are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior.

**Cheating, Plagiarism, or Other Forms of Academic Dishonesty** ∙ Using material sources not authorized by the faculty member during an examination or assignment;

∙ Utilizing devices that are not authorized by the faculty member during an examination or assignment;

∙ Providing assistance to another student or receiving assistance from another student during an examination or assignment in a manner not authorized by the faculty member;

∙ Presenting as their own the ideas or works of another person without proper acknowledgment of sources;

∙ Knowingly permitting their works to be submitted by another person without the faculty member’s permission;

∙ Acting as a substitute or utilizing a substitute in any examination or assignment; ∙ Fabricating data in support of laboratory or field work.

∙ Possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of examination or in an assignment in advance of its administration;

∙ Altering grade records;

∙ Offering a monetary payment or other remuneration in exchange for a grade.

**Forgery, Falsification, Alteration, or Misuse of Documents, Funds or Property**

∙ Forgery, falsification, or alteration of records or deliberate misrepresentation of facts on University forms and documents or to any University official or before a University judicial hearing board;

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∙ Misuse or unauthorized use of University identification cards, keys, funds, property, equipment, supplies or resources;

∙ Falsely representing oneself as an agent of the University, incurring debts or entering into contracts on behalf of the University; or d. trespassing or unauthorized entry into, unauthorized presence on, or use of property which is owned or controlled by the University.

**Damage or Destruction of Property**

∙ Damage or destruction to property owned or controlled by the University; ∙ Damage or destruction of property not owned or controlled by the University if the action constitutes a violation of the Code, e.g. the action occurred during an event authorized by the University; the student was a representative of the University, such as an athlete, and the action occurred while traveling to or from an event authorized by the University; or the property not owned or controlled by the University was located on University property.

**Theft of Property or Services**

∙ Theft or unauthorized possession or removal of University property or the property of any University member or guest that is located on property owned or controlled by the University;

∙ Theft or unauthorized use of University services or unauthorized presence at University activities without appropriate payment for admission.

**Harassment**

∙ Physical or verbal abuse;

∙ Sexual harassment;

∙ Intimidation;

∙ Other conduct, including hazing, which unreasonably interferes with or creates a hostile or offensive learning, living, or working environment.

**Endangerment, Assault, or Infliction of Physical Harm**

∙ Physically assault;

∙ Sexual misconduct and assault;

∙ Terrorist threats;

∙ Hazing or coercion or other activity that endangers or threatens the health or safety of any person, including oneself;

∙ Conduct which causes personal injury.

∙ Misuse of Firearms, Explosives, Weapons, Dangerous Devices, or Dangerous Chemicals.

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**Disruptive or Obstructive Actions**

∙ Obstructing or disrupting teaching, research, administration, disciplinary proceedings, or other activities authorized by the University;

∙ Interfering with the freedom of movement of any member or guest of the University to enter, use or leave any University facility, service or activity; ∙ Taunting or physically harassing wildlife or otherwise creating an unsafe or hazardous environment involving wildlife on property owned or controlled by the University.

**Misuse of Alcohol or Other Intoxicants or Drugs**

∙ Use, possession, manufacture, distribution, or being under the influence of alcoholic beverages on property owned or controlled by the University or at activities authorized by the University, except as expressly permitted by law, Regents’ Policy, University Regulation, or UAA rules and procedures;

∙ Use, possession, manufacture, distribution, or being under the influence of any narcotic, controlled substance, or intoxicant on property owned or controlled by the University or at activities authorized by the University, except as expressly permitted by law, Regents’ Policy, University Regulation, or UAA rules and procedures.

**Disciplinary Action**

We hope that all of the information and training we provide you will aid you in making good choices in your time at KRUA. We do, however, know that rules are sometimes willfully broken, and as such appropriate disciplinary action may be necessary to maintain the safety of KRUA volunteers and the integrity of our broadcast.

The following is a description of disciplinary actions that will be taken in the event of misbehavior. This is not a comprehensive or concrete guide but will serve as a reference for volunteers and KRUA staff. KRUA reminders all volunteers that volunteering is a privilege, not a right. Volunteers will be given written notice of any disciplinary action taken against them.

**Verbal** - Verbal warnings can be extended by any KRUA staff member. These verbal warnings will be communicated to the Program Director to ensure proper documentation.

**Written Warning-** Warnings are issued in writing and are effective the date of issue. Warnings will be delivered to DJs by the Program Director in person or via email. A copy will remain in your personnel file. The purpose of a written warning is to notify you of your misbehavior and to encourage you to pay closer attention to rules and policies.

**Probation-** After a written warning, a DJ will be put on probation. This means that your show and actions will be subject to scrutinization. Any infraction during the probation period is justification for suspension or dismissal. Notification of probation will come from the Program Director.

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**Suspension-** This may come after a warning or probation, depending on the infraction. During suspension, the volunteer is not allowed to be on-air or participate in any aspect of station operations. Suspension will be a minimum of two (2) weeks up to a maximum of four (4) months. Upon return the volunteer will be put on probation. Notification of suspension will come from the Program Director.

**Termination**

*KRUA retains the right to terminate any volunteer at any time with or without warning for a variety of reasons as we see fit.*

**Dismissal**

Dismissal is the final and most severe step in the disciplinary procedure. The volunteer may be dismissed for “just cause” as the result of failing to meet standards in spite of the imposition of progressive disciplinary action.

A volunteer may also be dismissed from KRUA for “just cause” without prior notice for gross misconduct including but not limited to: dishonesty, insubordination, excessive absence (more than 3 excused/unexcused absences in one semester), incompetence, misuse of University property or funds, violation of FCC rules and Regulations as they pertain to radio broadcast, and other valid reasons. The reason for discharge must be given in writing to the volunteer, and a copy added to the volunteer’s file. When a volunteer is dismissed, their show is cancelled, door code revoked and all privileges denied. Dismissed volunteers will not be allowed to reapply to the program. Depending on the infraction, the dismissed volunteer may be denied admittance to sponsored events.

Supervisors must review all recommendations for dismissal with the Station Manager.

∙ In case of dismissal, if for any reason the volunteer believes he/she is wrongfully discharged, he/she may immediately appeal to the Station Manager or KRUA Media Advisor.

Volunteers who resign from operator obligations can be excused indefinitely if the station believes they are doing so to avoid the disciplinary process.

**Murky Violations**

The following actions, if committed by a staff or volunteer at KRUA may result in a verbal or written warning:

∙ Failure to attend a scheduled mandatory meeting.

∙ Tardiness.

∙ Leaving the studio in disarray after shift.

∙ Missed scheduled show time without prior notice (one time only). ∙ Not returning a CD checked out for screening within one week.

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**Gloomy Violations**

The following actions, if committed by a staff or volunteer at KRUA may result in immediate probation:

∙ Negligent violation of FCC policies or regulations.

∙ Negligent destruction or defacement of station property; including accidents caused by violating other station policy (i.e. spilling a drink onto studio equipment, improper equipment use, etc.).

∙ Unapproved visitors.

∙ Not following approved show format (failing to play spots).

∙ Negligent violation of KRUA/UAA/Media Board policy and procedure. ∙ Neglecting to submit required semester promo.

∙ Failure to complete operator logs correctly.

∙ Repeated failure to return CD’s in a timely manner.

**Dismal Violations**

The following actions, if committed by a volunteer at KRUA may result in immediate suspension or termination:

∙ Willful or malicious violation of FCC policy.

∙ Willful or malicious acts of vandalism, destruction or defacement to KRUA/UAA property.

∙ Stealing of CDs or any other KRUA/UAA property.

∙ Verbal, physical, and or sexual abuse/harassment of any staff/volunteer member. ∙ Unexcused absence from a scheduled shift.

∙ Leaving the studio unattended.

∙ Willful or malicious violations of KRUA/UAA/Media Board policy or procedure. ∙ Willful or malicious slanderous on air misconduct towards KRUA/UAA. ∙ Willfully skipping scheduled spot blocks or underwriting items.

∙ Allowing a media player to play in the absence of an on air announcer while the volunteer is not in the studio.

∙ Repeated failure to complete operator logs correctly.

*Fin.*

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