

The 1-2-3 Policy: Three Steps to Having a Show on WOOL-FM



The intent of this policy is to ensure accurate record-keeping and efficiency of operations for our all-volunteer staff.

1. MEMBERSHIP

- a. All training requests shall be directed initially to the Membership Coordinator. All show hosts must be WOOL members. No further action may be taken until membership requirements are satisfied.
- b. Requests by members who have already received training and wish to create a new program must follow all applicable steps of this process.
- c. Program Hosts under the age of 18 are required to have an Adult Supervisor who is also a Certified Host with them in the station at all times. WOOL does not provide an Adult Supervisor. A parent or legal guardian is typically the Adult Supervisor. A youth and their Adult Supervisor may train at the same time.

2. TRAINING

- a. After membership is processed or verified, the Membership Coordinator notifies the Training Coordinator of the training request.
- b. The Training Coordinator is responsible for coordinating Trainees and Trainers, and ensuring that records of training dates, certification, and other information are kept.
- c. The Trainee must provide a completed Program Host Application and, if appropriate, Parental Authorization & Indemnification Form for the training. The Training Coordinator creates a paper folder for these and other documents.
- d. The Trainee receives a minimum of three 2-hour training sessions that conclude with a hands-on review and a written test.
- e. When training is satisfactorily completed, the Trainer verifies that the Program Host Application is entirely filled out, and certifies by signature that the training is finished.
- f. The Trainee completes a Program Host Contract. If the Trainee is under the age of 18, the Host Contract must be countersigned by a Parent or Legal Guardian. The Host Contract is retained in the Trainee's folder with the other documentation.
- g. Documentation of training information and receipt of a signed Host Contract is the responsibility of the Trainer.

3. PROGRAMMING

- a. The folder containing the completed documents is given to the Programming Coordinator, who will review of the completed paperwork and notifies the Membership Coordinator, Training Coordinator, or Trainer of any

errors, omissions, or discrepancies requiring correction.

b. The Programming Coordinator contacts the new Certified Host to discuss timeslots, review program information and show description, schedule the host in a timeslot, and give entry/closure instruction.

c. Youth members must demonstrate that an Adult Supervisor will be in the station with them at all times. Adult Supervisors must also be Certified Hosts. WOOL does not supply Adult Supervisors. Adult Supervisors are typically a parent or legal guardian of the youth member. Adult Supervisors must complete an Adult Supervisor Agreement.

d. The annual Host Fee in the amount currently standard will be paid by the New Host to the Membership Coordinator before the timeslot, show title, and description are submitted to the WOOL Board for approval.

e. New Host and Show information is conveyed by the Programming Coordinator to the WOOL Board at regular meetings in a written report, filed with the meeting minutes. The WOOL Board votes to approve the host, show, and time slot, or provides questions or requests for changes or clarity in a timely manner to the Programming Coordinator. Newly certified Program Hosts should expect a waiting period of up to a month between certification and scheduling of their shows.

g. Once approved, the Programming Coordinator conveys schedule information to the Website Coordinator, who will update the programming schedule.

h. The Programming Coordinator issues key codes for the building door and studio door to the Certified Host. No key codes will be given to those younger than 18.

i. The Programming Coordinator gives the completed documentation folder to the Membership Coordinator, who will update the database and archive the folder.

j. With all previous items completed, the program may begin broadcasting in its scheduled time slot.