

TOPEKA CIVIC THEATRE VOLUNTEER APPLICATION

If you are under the age of 18, please complete the **fields in blue** with your parent or guardian's information.

LAST NAME FIRST NAME MI MAIDEN NAME (IF APPLICABLE)

STREET ADDRESS APT # CITY ST ZIP

() ()
PRIMARY PHONE SECONDARY PHONE EMAIL ADDRESS

()
EMERGENCY CONTACT NAME EMERGENCY CONTACT PRIMARY PHONE PREFERRED HOSPITAL

Please indicate for all phone numbers if they are home (H), work, (W), or cell (C) numbers. **For minors, indicate if the number belongs to a parent.**
Please indicate your preferred method of contact - phone _____ or email _____.

I am interested in the following volunteer opportunities:

ONSTAGE/BACKSTAGE

- _____ Actor
- _____ Stage Manager
- _____ Running Crew
- _____ Follow Spot Operator
- _____ Sound Board Operator

DAYTIME & SEASONAL

- _____ Light Janitorial
- _____ Front Desk Receptionist
- _____ Gardening

SCENE SHOP

- _____ Set Construction
- _____ Scene Painting
- _____ Properties Coordinator
- _____ Strike Crew

EVENING/MATINEE HOUSE

- _____ Box Office
- _____ House Manager
- _____ Host (Usher)
- _____ Buffet Ticket Collector
- _____ Ambassador

COSTUME SHOP

- _____ Construction Team
- _____ Washer/Repairer
- _____ Dresser (Backstage)

SPECIAL EVENTS

- _____ Fundraising
- _____ Opening Night Food
- _____ Art of Murder Bartender
- Other: _____

Date of Birth _____ **Kansas Driver's License #** _____

Place of Employment _____

Have you ever been convicted of a felony or received a diversion of a felony charge? Yes _____ No _____

I agree to abide by all Topeka Civic Theatre policies applicable to volunteers (see reverse).

Signature

Date

Bringing our diverse community together to learn about, experience, and celebrate the joys of live theatre.

Topeka Civic Theatre & Academy, Inc.
Code of Conduct for Staff and Volunteers



Mission: Bringing our diverse community together to learn about, experience, and celebrate the joys of live theatre.

Core Values: Integrity | Creativity | Collegiality | Inclusion | Sustainability | Life Long Learning

In the long-standing tradition of Theatre, employees and volunteers of Topeka Civic Theatre & Academy and its affiliates respect the privilege to participate in the creation of live theatre as a member of our Community.

Each member is empowered and expected to do the right thing in support of Topeka Civic Theatre's mission. As outlined in the following sections, by choosing to participate as a valuable member of the TCT Community in any role or function, the undersigned individual commits to act with integrity, exhibit mutual respect for fellow volunteers and staff and in accordance to the law, reflecting an understanding of each individual's responsibility for the organization's success.

Protecting Our Theatre Community

- **Expectation of collegiality**
 - As volunteers or staff, we depend on one another for success. As such, the environment must be non-combative, non-intimidating and free of harm and the distraction of actions such as bullying, harassment, inappropriate interactions toward a person or the person's property. Topeka Civic Theatre will utilize a volunteer application, including, but not limited to, listed and unlisted references, background checks and staff judgement to ensure members of the TCT community will meet the expectation of collegiality and comply with our code of conduct. The expectation of collegiality applies to all aspects of the TCT Community when engaged as a member of that community: on property, on affiliated social media accounts, at off-site TCT affiliated events and anytime representing oneself as a member of TCT's Community.
- **Expectation of equal opportunity**
 - Staff and volunteers within the TCT Community will not be judged on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.
 - TCT has an expectation that all individuals will follow the same level of equal opportunity toward each other.
 - Commitment to representation on stage: TCT is committed to the accurate representation of stage characters and when character and/or story requires such, every effort will be made to fill the role in a representative manner through the volunteer community.
- **Expectation of a safe community free of discrimination, harassment and violence.**
 - The TCT community follows the laws of the City of Topeka, State of Kansas and the United States. Volunteers and staff can expect a safe environment free of abuse, bullying, combative language, discrimination, disrespect of personal space, harassment of all types, intimidation, privacy violations, stalking, theft, threats, and violence. The expectation of safety applies to all aspects of the TCT Community when engaged as a member of that community: on property, on affiliated social media accounts and at off-site TCT affiliated events.

- **Volunteers under the age of 18**
 - Volunteers under the age of 18 must have their parent or legal guardian review and co-sign their code of conduct agreement. The safety and wellbeing of our youth volunteers is of critical importance. Every reasonable effort will be made to ensure when interacting with an adult staff or volunteer at least one additional adult will be nearby to see and hear the exchange. TCT runs background checks on all staff, contract staff and volunteers in supervisory/leadership positions.
- **Expectation of sobriety**
 - All staff and volunteers must be committed to their role when participating as a TCT Community member. As such, each member should be prepared to fully participate. On time, in appropriate dress, sober/not under the influence of alcohol or drugs. The expectation of sobriety applies to all aspects of the TCT Community when engaged as a member of that community: on property, on affiliated social media accounts and at off-site TCT affiliated events.
- **In response to misconduct**
 - Any incidence of abuse, bullying, combative language, discrimination, disrespect of personal space, harassment of all types, intimidation, privacy violations, irresponsible use of phones or recording devices, stalking, theft, threats, or violence reported or witnessed on property, on affiliated social media accounts and at off-site TCT affiliated events, may be investigated and the appropriate authorities involved. Volunteers or staff suspected or accused of such behavior may be asked to suspend activity during investigation and, depending on outcome of internal and/or external investigation, may lose the privilege to participate as a member of our TCT Community.

Protecting Our Theatre Work Environment

- **Attendance and punctuality**
 - In compliance with the expectation of collegiality and the value of TCT that each staff member and volunteer always should do the right thing in support of TCT's mission, each community member is expected to show up when expected, ready to fully participate. A pattern of behavior inconsistent with that expectation can result in loss of privilege to participate.
- **Appropriate technology use**
 - In compliance with the expectation of collegiality and the value of TCT that each staff member and volunteer always should do the right thing in support of TCT's mission, each community member is expected to be prepared for the work at hand. That means personal device use, such as but not limited to cell phones, should be limited to designated break times only. A pattern of behavior inconsistent with that expectation can result in loss of privilege to participate.
 - Every member of the theatre community has a responsibility to protect each other's privacy. Information regarding emergency or injury should be handled only by official spokespersons for TCT.
- **Expectation of privacy**
 - Members of the TCT Community of volunteers and staff should be aware that their name and likeness may be used in promotion of TCT activities in the media, on the Internet, on social media platforms operated by TCT and within TCT facilities. In some cases, other personally identifiable information will be shared with the public (such as cast/crew bio) with collaboration by the Community Member. Volunteers can opt out of said publicity by notifying TCT's Marketing Director or Director of Volunteer Engagement.

Protecting Our Theatre Community's Assets and Reputation

- **Use of company property**
 - No member of the TCT Community may use or remove from the premises at any time, without proper authorization, property belonging to TCT. This includes but is not limited to props, costumes, tools, documents and etc. Unauthorized use and/or removal of TCT property may be investigated as a breach of the expectation of safety and may lead to a report to law enforcement.
- **Use of property owned by others**
 - No member of the TCT Community may use or remove from the premises at any time, without proper authorization, property belonging to a fellow TCT volunteer or staff member. Unauthorized use and/or removal of another Community Member's property may be investigated as a breach of the expectation of safety and may lead to a report to law enforcement.
- **Protecting facility security**
 - Each member of the TCT Community shall treat all TCT assets with respect, report concerns regarding the facility to TCT's CEO (CEO@TopekaCivicTheatre.com) or any TCT staff member and be mindful of the safety and security of the facility.
- **Protecting intellectual property**
 - The TCT Community purchases the rights to perform productions. All members of the TCT Community shall respect that intellectual property and abide by agreements.
- **Protecting external communications**
 - Members of the TCT Community may be asked by TCT staff to represent the Theatre in the media, and/or in TCT-produced materials for print, Internet or social media use. Unless asked by staff to do so, Community Members are reminded they represent only themselves and do not have authority to speak on behalf of Topeka Civic Theatre & Academy to the media, on social media platforms or the Internet.

Members of the TCT Community who have a reasonable cause to believe that violation to this Code of Conduct has occurred should immediately report such to Reporting@TopekaCivicTheatre.com or TCT's Volunteer Engagement Director.

I, the undersigned, agree to the aforementioned Code of Conduct.

Name (please print)

Signature of Volunteer

Signature of Parent/Legal Guardian

Date

Date

Signature of Director of Volunteer Engagement/Events

Date

Adopted by Board of Directors: July 25, 2019