



DJ Information and Agreement Form

NAME: _____ I AM A (circle one): **SUB** **REGULAR DJ** **OTHER STAFF**

PHONE #: () _____ EMAIL: _____

PLEASE BE AS ACCURATE AS YOU CAN BE WITH THIS INFORMATION

MONTH/YEAR YOU JOINED WMFO: _____ SEMESTER OF YOUR LAST SHOW: _____

NUMBER OF PROGRAMMING SEASONS (i.e. Fall, Spring, Summer) AS A WMFO STAFF MEMBER: _____

I AM A (circle one): **TUFTS STUDENT** **TUFTS ALUM** **COMMUNITY VOLUNTEER**

Please attach any additional information about yourself or your show, such as press or awards.

By signing here, I agree to the following:

1. **Rules:** I have read the WMFO Constitution and explored the WMFO wiki (wiki.wmfo.org). I understand that these documents and this contract represent the binding rules and policies of WMFO.
2. **Property:** I will not attempt to fix, modify, or remove any equipment or property at WMFO without permission from the WMFO Executive Board.
3. **Access:** The Executive Board is responsible for the activation of my card access each semester. After activation, if my card does not work, it is my responsibility to contact the TUPD Public Safety office at 617-627-3692 during normal business and remedy the situation. If TUPD has no record of my WMFO involvement, I will email pd@wmfo.org.
4. **Shows:** If applying for a show, I have fully completed the attached scheduling form. I understand that **I might not keep my current time slot, or get a show at all**, and that the final decision lies entirely with the Program Director and Executive Board who are responsible for creating the semester program schedule. I understand that the Executive Board may need to cancel my show at various times during the season to accommodate special events.
5. **Subs:** If assigned a show time, I must attend every show on time and for the full duration or find a substitute by sending an email to wmfo-sublist@googlegroups.com with a maximum of 3 substitutions per season. If something unexpected happens and I need more substitutions I will contact the PD as soon as possible.
6. **Volunteering:** All regular DJs are required to complete at least 5 hours of volunteering per semester, no more than two of which may count from subbing. DJs without regular shows (subs) must complete at least 3 non-subbing volunteer hours per semester to retain their station access. Failure to complete volunteer hours will affect your station access rights and future show time preference.
7. **Alcohol/Drugs:** WMFO has a zero tolerance drugs and alcohol policy. Any DJ found to be in the possession of drugs or alcohol and/or under the influences of drugs or alcohol while in the station will be subject to immediate semester expulsion and loss of show time seniority.
8. **Newgroups:** YOU MUST VISIT, JOIN, AND REGULARLY READ THE FOLLOWING TWO GOOGLE GROUPS:
WMFO-STAFF: <http://groups.google.com/group/wmfo-staff>
WMFO-SUBLIST <http://groups.google.com/group/wmfo-sublist>
For more info and to view optional groups, visit: https://wiki.wmfo.org/Staff_Info/Staff_Newsgroups
9. **Violations:** If I violate any guidelines set forth above or modified by subsequent official Exec Board e-mails, it is punishable at the discretion of the WMFO Executive Board.

(Signature)

(Date)

Please check all that apply.

- ☐ I have been trained in Music Department operation and require access to the MD Office.
- ☐ I have been trained as a WMFO/OTS Audio Engineer and require access to Studio B.