



Wisconsin Public Television

# Volunteer Participation Policies

## Eligibility

The minimum age to volunteer for most job assignments is 16. Youth 10 and older are eligible to participate as Auction bid runners or youth auctioneers (pending the outcome of auditions).

## Application Process

To request volunteer assignments, please fill out our online submission form at [wpt.org/volunteer](http://wpt.org/volunteer). Applications will be reviewed by program staff. Prospective volunteers will be contacted within 3-5 business days to confirm the status of their application.

## Criminal Records Check

Wisconsin Public Television will conduct criminal background checks on prospective applicants ages 18 and older. Criminal charges that will preclude participation in the volunteer program include fraud, theft, violent crimes or other relevant situations as determined by program staff.

## Preparation

Review your job description prior to your shift to ensure you can complete the assigned duties. Job descriptions are posted on our website or contact the volunteer office to request a written copy. WPT reserves the right to place volunteers into positions that best match their skills.

## Dress Code

Because WPT is a non-partisan organization serving a broad and diverse community, political shirts and other campaign apparel are prohibited.

## Training

Training and orientation will be offered at the beginning of your shift. All volunteers are required to attend training as this session will help prepare you for your job duties.

## Evaluation

Volunteer supervisors and staff will provide you with constructive feedback during your shift as appropriate.

## Cancellation

Please contact us at least 24 hours in advance in the event you need to cancel your job assignment. This will give us time to find a replacement for you.

## Confidentiality

Volunteers are responsible for maintaining the confidentiality of all sensitive information to which they are exposed while serving as volunteers, including member and donor financial information such as bank account number, credit card number and personal identifying information such as mailing addresses, email addresses, phone numbers, etc.

### **Reasonable Accommodation Policy**

It is the policy of Wisconsin Public Television to provide reasonable accommodations for qualified volunteers with disabilities. If you need assistance or accommodations to perform your job duties because of a disability, please contact Ericka Balgord at (608) 265-4436 or [volunteer@wpt.org](mailto:volunteer@wpt.org). View the institution policy online at <http://inclusion.uwex.uwc.edu/sites/inclusion.uwex.uwc.edu/files/EOP7.pdf>.

### **Controlled Substances**

Possession, use, distribution, manufacture or dispensing of illicit drugs or alcoholic beverages on station property or at WPT events is strictly prohibited. For more information on UW Extension's policy, go to <http://www.uwex.edu/human-resources/policies/section10/S10-Drug.pdf>.

### **Smoke-Free Workplace**

Wisconsin Public Television maintains a SMOKE-FREE environment in accordance with the *Clean Indoor Air Act*. Please refer to the institution's policy for details: <http://www.uwex.edu/human-resources/policies/section10/S10-Air.pdf>.

### **Firearms/Weapons Policy**

Volunteers are prohibited from carrying a firearm or weapon while acting in the course and scope of their volunteer duties, either on or off university property.

### **Anti-Harassment Policy**

WPT is firmly committed to providing a positive work environment free of discrimination and bias. Any form of harassment or discrimination based on, but not limited to race, color, religion, sex, national origin, age, disability, sexual orientation, or any other protected characteristic is strictly prohibited while volunteering in any capacity for Wisconsin Public Television. View the institution policy online at <http://inclusion.uwex.uwc.edu/sites/inclusion.uwex.uwc.edu/files/EOP8.pdf>.

### **Court Ordered Service**

Wisconsin Public Television does not offer volunteer opportunities to fulfill court ordered service requirements.

### **Volunteer Dismissal**

Reasons for immediate termination include, but are not limited to:

- Poor, inconsistent attendance and/or performance.
- Profanity, harassment and/or discrimination.
- Unauthorized possession or destruction of WPT property.
- Engaging in acts of dishonesty, fraud or theft.
- Conviction of felony charge.
- Other situations as deemed relevant by program staff.

*Questions? Contact us at [volunteer@wpt.org](mailto:volunteer@wpt.org) or (608) 265-4436.*