KKCR - Kaua'i Community Radio
VOLUNTEER
WELCOME LETTER AND
APPLICATION

ALOHA and WELCOME to KKCR – Kaua`i Community Radio,

Mahalo for your interest in volunteering at KKCR. Becoming a part of the KKCR `Ohana is joining an eclectic mix of over 100 volunteers who do everything from taking out the rubbish, answering phones, cleaning the studio, archiving the library, as well as producing music and talk shows. Volunteering at KKCR is a cooperative effort where everyone plays a part, on and off the air.

COMMUNITY RADIO ON THE GARDEN ISLAND
In the wake of Hurricane `Iniki's devastation in 1992, community members gathered to develop a plan to stay connected, informed and safe. Their brainchild was Kaua`i Community Radio. In the summer of 1997, KKCR broadcast its first signals island-wide. The small community-based, non-profit radio station connects all the remote communities on the isolated Garden Island. KKCR is committed to providing relevant, accurate, timely information during times of crisis. It's also dedicated to representing the unique character of the island community.

KKCR MISSION STATEMENT
KKCR is Kauai's independent, non-commercial, listener-supported community radio station. We seek to stimulate, educate, and entertain our audience, to preserve, perpetuate and celebrate Hawaiian culture, and to reflect the diversity of the local and world community. We provide a forum for overlooked, suppressed, or under-represented voices and music. The Kekahu Foundation facilitates this broadcasting opportunity.

KKCR is looking for volunteers to bring quality music and talk show programs to the air, who are inspired by community radio, and have a desire to contribute to the station as a whole. If you share this vision and KKCR's mission we would love to have you as a part of the KKCR `ohana.

BECOMING AN ON-AIR KKCR PROGRAMMER - Becoming a programmer at KKCR takes commitment and training. Those who have fulfilled all the requirements are eligible to fill open slots when they become available. Although there may not be program slots available, inevitably things shift and change and slots become available. Preference is often given to programming that is not yet represented on the KKCR airwaves.

MEETING WITH THE VOLUNTEER COORDINATOR - The first step in becoming a KKCR on-air programmer is to meet with our volunteer coordinator. The Volunteer Coordinator will schedule a meeting with you, take your Volunteer Application and discuss your interests, abilities and hours of availability. You are required to put in at least thirty (30) hours of volunteer time prior to programmer training. There are many volunteer opportunities at KKCR and KKCR events. The volunteer coordinator will help to schedule your volunteer time and tasks.   You are responsible for ensuring that your volunteer hours are logged by KKCR staff.

PROGRAMMER TRAINING – After completing your thirty hours of volunteer work, you will be trained in the basics of the board equipment and operation, KKCR policies, FCC regulations, emergency protocol and the emergency alert system (EAS). After initial training with KKCR staff, you may schedule time in the production room for practice on your own. Once you have mastered the necessary skills, you will produce a 15-20 minute recording demonstrating your abilities. The volunteer coordinator will then add you to our list of qualified fill-in programmers. Fill-in programmers program existing shows for current programmers who are not available to do their regular shows. How often you are called to fill-in depends upon need, your availability and preferences as to which shows you would like to do. During this time it is strongly suggested that you sit in as an observer on at least one show. You may also submit a show proposal for consideration to be added to the Program Schedule. If and when you are given a fixed time slot on the air, it is subject to a 3-month probationary period.

REQUIRED STEPS TO BECOME A KKCR ON-AIR PROGRAMMER

1. Complete and Sign the KKCR Volunteer Application.
2. Read and sign the Payola / Plugola Agreement, The KKCR "Calls to Action" Policy and the KKCR Airing Dirty Laundry Policy.
3. Volunteer for at least thirty (30) hours at KKCR or KKCR events.
4. Pass the KKCR Programming Test on KKCR's mission, policies, procedures, services, equipment, production board, and the Emergency Alert System (EAS).
5. Read the KKCR Volunteer Handbook and sign the KKCR Volunteer Agreement.
6. Submit a sample recording of your on-air abilities.
7. Sit in on at least one live program.

If you have any questions, please call 826-7774.

Mahalo for becoming involved with Kaua'i Community Radio.

CONTACT INFORMATION
        OFFICE PHONE: (808) 826-7774 / gm@kkcr.org
        STUDIO PHONE: (808) 826-7771 / dj@kkcr.org

PHYSICAL ADDRESS: 4520 D Hanalei Plantation Road, Princeville, HI 96722

MAILING ADDRESS: P.O. Box 825, Hanalei, HI 96714

WEBSITE: www.kkcr.org

KAUA`I COMMUNITY RADIO
KKCR VOLUNTEER APPLICATION

DATE: _____

NAME: _____

MAILING ADDRESS: _____

PHYSICAL ADDRESS: _____

PHONE: _____ **EMAIL**: _____

OCCUPATION: _____ **LENGTH OF TIME ON KAUA`I**: _____

DATE OF BIRTH: _____

EMERGENCY CONTACT:

NAME: _____

PHONE: _____ CITY/STATE: _____

WHY DO YOU WANT TO VOLUNTEER AT KKCR? _____

_____

_____

DAYS OF WEEK AND TIMES AVAILABLE: _____

TYPE OF PROGRAM INTERESTED IN:

MUSIC (genres)_____ / TALK (call-in/subject)_____

VOLUNTEER INTERESTS – Please circle any that apply:

Answering Phones	Data Entry	Membership Drive	Bi/Multi Lingual
Music Archive	Newsletter	Special Events	Building Maintenance
General Office Work	Yard Work	Other	

EDUCATION & TRAINING that will benefit KKCR: _____

_____

_____

REFERENCES (List two personal, professional, educational or community references (not relatives). Include contact information.

_____

_____

By means of this application, I give KKCR permission to contact references and employers listed above and agree to abide by the KKCR Mission Statement. False statements or incomplete information will be grounds for denial of this application. All information provided will be kept confidential.

_____   _____

Signature of Applicant   **Date**