



ACTIVE AMP MEMBERSHIP

To check out equipment or put programming on air you must be an AMP member. If you haven't attended Community Orientation on a Monday at 5:30 at AMP, do so and fill out the contact form.

Maintaining active member status requires volunteering your time or paying fees. Section 3 of the AMP Policies and Procedures spells out the details, but here's the short version:

Residents (people who live, work, or go to school full-time in Monterey or Marina):

- To submit programming to air: no additional requirement
- To check out equipment for production: 5 volunteer hours per month or \$25 per month

Non-residents (people who do not live or work in Monterey or Marina city limits):

- To submit programming to air: an additional 5 volunteer hours per month or \$25 per program.
- To check out equipment: an additional 5 volunteer hours per month or \$25 per reservation.

PRODUCING A PROGRAM

Once you are an AMP member and are certified to check-out equipment, follow these steps:

- Submit a Project Proposal Form

The Project Proposal Form registers your production in AMP's computer system. Once your project is in the system, you can check out equipment for it.

- Reserve Equipment

Call or meet with AMP staff to reserve production equipment for specific days. The further ahead of time you make a reservation, the more likely it is that you will get the equipment you need when you want it. You will sign an Equipment Checkout Form when you pick up your equipment (if you are under 18 you must have a parent or guardian sign the form) to take responsibility for the equipment while it is checked out to you.

- Gather Crew/Talent if Necessary

AMP staff can help hook you up with potential volunteers for your crew and/or talent. Or you can put out a crew call on the amp-producers yahoogroups email listserv, or post a message on the CHAMPS bulletin board at AMP. A Volunteer Timecard sign-in sheet is available for you to keep track of the volunteer hours that your crew works. It is your responsibility as the Producer to report all volunteer hours to staff! These hours are what keep Producers and Programmers active, so it is imperative that the hours are reported. Turn in the Volunteer Timecard with your finished program; the hours will be credited once the finished program is submitted for broadcast. Regarding talent, you may consider having anyone who appears in your program sign a Model Release form, which states that you have permission to put him/her on air.

- Complete your Program

As you finalize your program, be sure that your tape meets the technical requirements as described in section 5-1 of the Policies. Also, be sure that you have included a Programming Disclaimer in your tape, either at the beginning or the end, which states that you are

responsible for the content (see AMP Policies & Procedures, sections 5A and 5D). It is common practice to provide your contact information to the viewer in the disclaimer.

- Submit your finished program with the Community Programming Agreement

A completed Community Programming Agreement form MUST accompany every tape submitted to the Programming Director. If you have received underwriting for the program, you must also submit the Underwriting Form. (For more information about underwriting, please see AMP Policies & Procedures, section 5C). Please also turn in your Volunteer Timecard with your tape.

Note for Series Producers:

If you are producing a series, you must have 3 completed episodes before you can get a slot in the programming schedule. Fill out the Request for Series Programming Slot and submit it to the Programming Director.

VOLUNTEERING FOR ACTIVE MEMBERSHIP

Five volunteer hours per month can be completed by volunteering for AMP or by helping other Producers with their projects. Additional hours required for nonresidents, however, must be in direct service for AMP. Complete the Volunteer Application to let staff know about your interests, skills, and time availability. Staff will discuss the available assignments with you to find a good match with your interests and schedule - volunteer assignments range from on-call production work to ongoing internship opportunities in production and administration. If you complete more volunteer hours than what is required for any given month, those hours are credited towards the next month. If there are months during which you will not produce or air programming you do not need to maintain active membership, but in order to preserve your accumulated hours, notify staff that you want to go 'inactive'.