

KTNA 88.9 FM
TALKEETNA
and
ktna.org

VOLUNTEER MANUAL

TALKEETNA COMMUNITY RADIO

P.O. Box 300
Talkeetna, Alaska 99676
(907) 733-1700

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TALKEETNA COMMUNITY RADIO, INC.
KTNA 88.9 FM

DESCRIPTION OF KTNA

Talkeetna Community Radio, Inc., was formed in 1988 to hold the “Class A” non-Commercial, Educational broadcast license for KTNA-FM, a not-for-profit, local access, public radio station for the communities of the Northern Susitna Valley. The station went on the air for the first time on January 17, 1993. KTNA-FM is an affiliate of APRN, NPR, APM, PRX and Kohanic Broadcast Corporation.

TALKEETNA COMMUNITY RADIO MISSION STATEMENT

To enrich and connect the communities of the Upper Susitna Valley through informational and cultural programming.

THE BOARD OF DIRECTORS: KTNA is a membership corporation governed by a volunteer Board of Directors which is elected from, and by, the general membership. Board of Director terms are 3 years with elections held annually. A majority (or “quorum”) of the seven member Board is the final authority on budget, policy, and personnel matters. Day to day running of the station is conducted by the staff.

COMMUNITY ADVISORY BOARD: The Community Advisory Board advises the KTNA Board of Directors about programming by reviewing programming goals, and evaluating the service and policies established by the station. As an *advisory* board, the CAB has no authority to exercise any control, but CAB input is a valuable tool for the board of directors and staff members. There are at least 5 voting members, at least 4 are elected by the general membership of KTNA for a term of two years, plus the Program Director. Anyone except Board members, staff, or their spouses or co-habitants can be a CAB member. Meetings are held at least quarterly.

KTNA STAFF:

GENERAL MANAGER: (Staff) KTNA’s Station Manager is a salaried position with the responsibilities of overseeing all station operations, acquiring, processing and tracking all grant funding, overseeing station accounting functions, supervising all station fundraising efforts, and assuring KTNA’s compliance with FCC regulations. The General Manager also oversees all other employees, and is the designated “Chief Operator” for KTNA. This position is supervised by the Board of Directors and is governed by the general personnel policies of KTNA. In the absence of an “Operations Director”, the General Manager is directly responsible for all station broadcast and production operations, maintenance and repair.

ENGINEER: (assignment through Alaska Public Broadcasting Commission) This position assists station management with technical equipment maintenance, installation, and compliance. The Engineer provides general technical guidance to the Board and Staff.

NEWS DIRECTOR: (Staff) This position is responsible for the gathering, production and editing of news as well as the supervision of volunteer and contract news reporters. The News Director oversees news department policy implementation under the General Manager, and is governed by the general personnel policies of KTNA.

PROGRAM DIRECTOR: (Staff). This position is responsible for overseeing KTNA's broadcast schedule and ensuring the quality of the programming material and sound. The Program Director acts as KTNA's primary Volunteer Coordinator, overseeing the training, supervision, and scheduling of broadcast and production volunteers. The Program Director performs day-to-day production and broadcast operations, is the staff liaison to the Community Advisory Board, reports directly to the General Manager, and is governed by the general personnel policies of KTNA.

COMMUNICATIONS AND DEVELOPMENT COORDINATOR : (Staff). This position is responsible for managing the organization's membership program, underwriting, and special events. The development coordinator reports to the General Manager and is governed by the personnel policies of KTNA.

Since KTNA is a not-for-profit organization which functions primarily on grants, donations, memberships, and local fundraising, many of our personnel are volunteers.

DRUG FREE WORKPLACE POLICY

KTNA must maintain a drug free workplace in accordance with Federal standards to receive grants and to ensure broadcast license renewal.

BROADCASTING POLICIES

Program Logs - The program log is a complete schedule of what's happening each day and who or what is doing it. On the program log are the underwriters who sponsor each program or newscast, and any special instructions or information regarding programming or operations.

Always review the log when you first come on duty, not half way into your shift.

Always check the log before you leave to be certain that you have signed it, and initialed the station ID's, underwriting and promos. If you forget to play and underwriting spot, please let staff know!

When you sign the log you become KTNA. This means that you are responsible for the legal operation of the station as well as what goes on the air. It is *your* responsibility to keep KTNA legal (meter readings and ID's etc.), and also to uphold the standards and image of the station. If there are civil, criminal or regulatory penalties as a consequence of your actions; you and KTNA are liable for those penalties.

Profane, indecent and obscene language

Title 18 of the United States Code, Section 1464, prohibits the UTTERANCE of "any obscene, indecent or profane language by means of radio communication." (i.e., with YOUR voice).

The FCC has determined, with the approval of the courts, that there is a reasonable risk that children will be in the audience from 6 a.m. to 10 p.m., local time. Therefore, the FCC prohibits station licensees from broadcasting indecent material during that period.

KTNA prohibits airing programming material containing language or lyrics dealing with explicit sexual activity or promoting the use of drugs earlier than 10 pm. After 10 pm, community tolerance levels guide what may be aired. Such tolerance levels are defined for program hosts by station management with the input of the Community Advisory Board (within FCC guidelines). Station management shall interpret guidelines for KTNA program hosts in cases of vagueness. KTNA discourages the use of any programming material containing language or lyrics dealing with explicit sexual activity or promoting the use of drugs (at any time).

Broadcast of obscene material (offensive words for sexual acts or defecation) is prohibited by the FCC at all times. For more information, see "What is Obscenity, Indecency & Profanity?" in the white *How To* binder in the studio).

One complaint about indecent language or song lyric *could* mean FCC action - including the fining of both KTNA and the operator, the loss of the station's license, and possibly a criminal trial and a jail sentence for the individuals involved, including the board operator.

Calls to Action"/ Subjective Language - "Calls to Action"/ Subjective Language: Calls to action are statements that invoke any action from the listener (i.e. "Come and get...", "Hurry down and see...", etc.). Calls to action are not allowed in KTNA announcements. Appropriate wording would be "... is available", "...is on exhibition", or "everyone is invited".

Subjective (or promotional) language (adjectives and adverbs) is not allowed in announcements either. We try to let the listener make up his/her own mind about things, rather than use promotional language to sway opinion. This is a basic difference between the sound of commercial radio and public radio. If there is any question about the wording of an announcement, run it by KTNA staff *before* you put it on the air.

KTNA policy states that prices for items are not to be aired. However, this organization may air prices for its own tickets, entry fees, items being auctioned off, etc.

KTNA will not air information about the location of petitions, and/or their filing dates, nor encourage people to sign petitions on Denali Echoes, Community Announcements, or public service announcements. Petition topics dealing with pertinent newsworthy items may be covered within KTNA News Department activities.

Political Broadcasting: KTNA may air non-promotional announcements for meet-the-candidate events on the Community Announcements as long as the event is open to the public, free of charge, and is not a fund-raiser. If it is a fund-raiser, but participants are not required to contribute any money and still meet the candidate, KTNA will air a notice of the gathering, but not the fundraising aspect of it. All candidates running for office will be given an opportunity for equal air time. No person who is a candidate for elected political office on a local, state, or federal level, may be an on-air broadcaster during the period of their candidacy.

What you CANNOT do on the air:

- a) Use a call-to-action for political, religious, or promotional purposes. For example, if there is a local protest or demonstration going on, it is not appropriate to use the airwaves to encourage listeners to participate. The facts about the time and place of the event can be covered in the announcements, and in a news story.
- b) Denigrate KTNA, specific religious groups, races, or persons of different sexual orientation
- c) *Use the station as a personal soap box* to air personal grievances, or to "push your agenda"

FCC REGULATIONS

These are just a few of the FCC regulations for non-commercial, FM radio. As a licensed broadcaster, KTNA is legally responsible to uphold all FCC regulations which are available on the FCC website and at KTNA (in the Public Radio Legal Handbook).

The FCC regulates technical matters and, to a much lesser extent, certain types of program content. The FCC monitors all broadcasts of AM and FM stations. If any one of these regulations are violated, KTNA could be fined, or perhaps lose its license. The operator on duty at the time of violation can be fined as well. So be careful to know and follow FCC rules!

In some cases, the KTNA policy is more specific or “strict” than the FCC rule or law. If you have questions, please consult with KTNA staff for clarification.

In order to broadcast information about an organization’s gaming activities, such as bingo, raffles, or lotteries, that organization must have non-profit status, must be an Indian Tribe, or must be a governmental organization, or the contest must be a fishing contest not conducted for profit. Broadcast of gaming activities by other entities is illegal.

KTNA is subject to criminal and civil provisions of the US legal system. We are subject to criminal sanctions for violations such as broadcast of obscenity and promotion of a political candidate. Both the station and announcer can be sued for libel and slander.

Defamation (Slander) occurs when a statement is made which diminishes a person’s reputation or good name, or excites adverse opinion against a person. Broadcasters are held to *different standards of fault* for statements they make (or quote others for having made or published) if the person being spoken of is a “private citizen” or a “public figure” or if the issue is of public concern.

The law is complex. Unless you’ve studied it, be very careful what you say on the air about anyone. Slander does not include legitimate criticism of a person’s performance in a job if that criticism is a matter of opinion which cannot be proved or disproved. For instance, someone’s performance in a play may be criticized by a reviewer because there is no way to prove or disprove the artistic merits of the performance.

Personal attack rule: The FCC requires that if an attack upon the honesty, character, integrity or personal qualities of an identifier person or group is made during public affairs program, the station must provide the attacked party with a transcript or outline of the broadcast within a week and offer reply time.

“Payola / Plugola”: The acceptance of cash, travel, meals, CDs, goods, or other benefits in exchange for plugging a record or other product on the air is prohibited. Also forbidden is plugging a business from which you stand to gain. For example, if you are employed by a local business, you may not “plug” that business on the air during the course of your show.

Bands are a type of business. DJs who are also musicians cannot play their own music or promote their band on their show. If the DJ’s band is performing to benefit a nonprofit, that event can be submitted as an announcement. If the DJ’s band is playing locally, the event can be submitted to be published on KTNA’s community calendar. DJs can share their produced music with KTNA so that other DJs can play it. A DJ can also perform on other locally-hosted music shows. DJs can perform with musicians on their show, but this should not be a regular occurrence.

Political and Religious Issues: You cannot endorse a political candidate, ballot measure, one side of an issue facing a legislative body, or endorse a specific denomination or religion while on the air. This is a condition of our being a non-commercial station with state and federal funding.

Station contests: A station cannot broadcast a contest that misleads the audience. The rules must be made clear from the very beginning, and the station must follow the rules to the letter. The licensee must disclose any ‘material term’ of the contest rules or operations. It cannot misrepresent the chance of winning, for example.

Station Identification (Station IDs): While broadcasting, you are required to do station ID announcements within five minutes of the top of the hour. Our legal station ID is “KTNA, Talkeetna” with optional “88.9 FM” between the call letters and town of license. You can make the legal ID part of a sentence, such as “You’re listening to KTNA, Talkeetna...community radio serving the northern Susitna Valley”.

EMERGENCY ALERT SYSTEM TESTS

The Emergency Alert System was developed to provide an efficient and reliable means for the President, Federal, State, and local authorities to communicate with the general public during times of emergency. KTNA is required to perform random weekly tests of the system, as well as the required monthly test which originates from other sources. E.A.S. tests are generated automatically by equipment in the air studio. We have a receiver attached to the EAS equipment, which constantly monitors for non-local genuine and test alerts.

UNDERWRITING

Underwriting is solely to identify a sponsor of a particular program. Underwriting announcements are recorded in staff and volunteers' voices. There are specific regulations regarding the wording of these announcements. Questions about underwriting, and requests for underwriting announcements should be directed to the Business Manager.

DON'T REFER TO UNDERWRITING AS ADVERTISING! ADVERTISING IS ILLEGAL ON PUBLIC RADIO!

COPYRIGHT POLICIES

Permission must be gained on any copyrighted materials, other than music, that you wish to air (i.e. books, dramatic works, complete operatic works, books on tape, or published items.) Permission is not required for material in the public domain.

Copyright fees for airing music are paid through agreements between public broadcasting entities and the major licensing societies (ASCAP, BMI, etc.).

KTNA does not condone illegal acquisition of music. Playing pirated music over KTNA's airwaves could threaten our FCC license.

The following is from the National Federation of Community Broadcasters' Guide to Copyright Law:

Can DJs use music from YouTube, Pandora, Spotify or other digital services?

Using YouTube content is no different from copying anything else from the web. The station's ASCAP/BMI/SESAC licenses and the statutory license cover over-the-air performance of musical works, but do not cover reproduction of those works or the creation of bootleg or derivative works. A copy of a sound recording played on someone's YouTube video is a derivative work, and unless whoever uploaded the YouTube video first obtained a synchronization license to use the music with the video, the derivative work is unauthorized.

A different question arises when the content is a live performance of an artist at a musical venue. In this situation, a station is performing a recording of a live performance, possibly transmitted on someone's cell phone. The person shooting the video may own the copyright to the sound recording, but that person probably did not obtain a mechanical license from the owner of the musical work or receive permission from all the performers to record the live performance in the first place.

Playing a digital download would be covered by ASCAP/BMI/SESAC if the work was included in their repertoires, but what if a DJ plugs his iPad to the board and broadcasts directly from his online music services, such as Pandora? Again, ASCAP/BMI/SESAC and statutory licenses cover broadcast and

streaming of non- dramatic musical works and sound recordings, but the situation is murkier when one reviews the Terms of Service for Pandora, or other online music services. Those terms of service limit usage to personal non- broadcast use. Thus, a DJ using his Pandora subscription to broadcast his “channel” is probably violating Pandora’s terms of service. In fact, Spotify and Pandora cannot authorize broadcast use because these services do not have authority to license other businesses to perform works “publicly.”

MUSIC LIBRARY

KTNA’s music library is a resource for staff and volunteers, and it needs to be treated with care. All of the records and CDs have been donated. Practice safe handling procedures:

- Use care when you handle discs and LPs. Hold them by the edges, don’t leave them lying around out of their jackets/cases, try not to drop them on the floor, etc.
- KTNA volunteers are allowed to borrow music from the KTNA library for previewing. Please fill out the sign-out sheet, and return the CDs or albums as soon as possible.

KTNA has a digital music collection in Apple Music (formerly itunes) on the on-air computer. You can request new music for the collection through the Program Director.

POWER OUTAGES

Don't panic, it happens here, and we have measures in place to keep the station on-air.

Studio equipment is plugged into an uninterruptable power supply (UPS), which protects it from surges and brownouts. This “battery backup” also powers the studio broadcast equipment for the first few minutes if we lose commercial power. Then a propane generator (under the shed roof behind the building) automatically comes on to supply the building. You can tell whether or not the generator is running by opening the bathroom window and listening for it. The transmitter and other equipment in Trapper Creek are also equipped with a backup generator.

If the board or other equipment is not functioning due to a power outage, please notify KTNA staff. If you are not able to reach someone directly, leave messages at several numbers.

Even if we’re not broadcasting and you leave the studio, leave automated programming (the 2 rightmost pods, pods 11 and 12) on and up.

Leave a note on the program log about the time and circumstances of any problems.

PROGRAM REQUESTS

The KTNA staff determines the broadcast schedule after integrating feedback from listeners, the Community Advisory Board, surveys, etc., and strives to include a balance of types and styles of music and news / talk programs. Volunteers who would like to start a talk show are required to provide written material about a talk show, letting staff know that you’ve thought about length, organization of content, topics, etc. You may be asked to share program slots with other volunteers, or to serve as a fill-in host until a time slot becomes available. The staff reserves the right to refuse specific program requests.

ON- AIR TECHNIQUES FOR “GOOD RADIO”

DO'S:

- DO arrive early, preferably 20 minutes prior to your show time, look over the program log, and pull material to be played. Look over the board for unexpected circumstances, and set it up for your use.
- DO close the air room door before going on mic.
- DO "ground yourself" before going on air.
- DO introduce yourself to listeners. Suggested mic position is approximately 2 to 3 inches from mouth. If you are too close to the mic there could be distortion, and the sounds from P's and S's will be exaggerated. LISTEN to yourself as you speak.
- DO turn the mic slider off immediately after you are done talking.
- DO stay abreast of policy and procedural changes by checking for notes to you on or near the program log clipboard, and posted messages.
- DO be relaxed and friendly on the air.
- DO be *prepared* for your program. Have an outline or road map - know where you're going.
- DO try new things. Be adventurous and creative.
- DO make listeners turn around and stare at their radio! (In good taste!)
- DO promote other KTNA programs while you are on the air.
- DO keep your eye on VU levels. The green lights should only occasionally bounce above the “0” level.
- DO keep your eye on the clock. The clock is an important tool for “good radio”. Remember to tell listeners what time it is occasionally, and leave or join other programming sources “on the clock”.

DON'TS:

- DON'T barge into the air room when someone is on the mic.
- DON'T talk over music unless you're listening through headphones, so you know whether or not anyone can hear you!
- DON'T make derogatory comments about any other programs on the airwaves. If you can't say anything positive, don't say anything at all.
- DON'T make abrupt adjustments to sliders on the control board: Be slow and smooth!
- DON'T cut off a musical selection that you've mistakenly cued unless it has a language problem. Though you may not like the track, if you start it, play it through!
- DON'T get defensive about staff critique.
- DON'T be sloppy or careless. Respect listeners, and they'll respect you!

RADIO IS AN ART!

Stop, look, and listen . . . hosting a radio show is process of honing . . . it is an art and it's live!

New skills do not come easily. You need patience and you need to practice. As you gain competency with the technical aspects of radio, your growing confidence will afford you the time to work on the aesthetic qualities. It takes many hours of board work to grow comfortable with the challenge of producing a quality show. Everyone makes mistakes on the air. Sometimes it is appropriate to comment, more often it is better to let mistakes disappear into history. Never be overly apologetic.

Radio is a very PERSONAL medium. Intent listeners are generally listening ALONE. Don't address "all those people out there": visualize one person, and talk directly to that one person. (This will also help you overcome mic fright.)

There are times when vocal affectations are perfectly appropriate, and other times when they can be wildly inappropriate. Don't be afraid to try out ideas. If something doesn't work, you don't have to try it again.

Suspense in radio can be achieved by combining SOUNDS and SILENCE. "PACING" is the word used for this notion. "Dead air" can actually be used very effectively on radio to keep listeners guessing.

TRANSITIONS between programs can be made beautifully and easily IF you are on the ball. Pay careful attention to how you come out of the show before yours. Give listeners a chance to digest what has preceded you. If you follow another KTNA volunteer, thank them on air for a good show (if you genuinely feel they DID a good show!) or say something more specific about what they played. We're all friendly with each other here, make it SOUND that way! If you follow a recorded program, take a moment to read the weather forecast, give a time check, the temperature, announce upcoming programs. TRY TO BLEND YOUR PROGRAM WITH WHAT COMES BEFORE AND AFTER IT; this makes it easier for listeners to stay tuned.

If a volunteer doesn't call to let you know she or he will be late for a program which follows yours, you should announce that we'll be listening to programming from Public Radio Satellite, and bring up the automated programming at the top of the hour. You can keep playing your music if you're willing to stay until the top of the next hour, but otherwise, leave it to the late arrival to break into automated programming as gracefully as he / she can!

Don't try to pronounce words that you are unsure of. USE THE DICTIONARY to check pronunciations.

DO AIRCHECKS OF YOUR PROGRAMS by recording them occasionally. The way listeners hear the program and the way you hear it while you're doing it are completely different. You are your own best critic. You're also encouraged to get together with the Volunteer Coordinator for critiques. Take pride in your performance!

Be aware of the amount of music vs. talk in your program. You probably shouldn't talk between every musical selection, but on the other hand, don't abandon listeners. Listeners are seeking COMPANIONSHIP as well as music, so try to go on mic at least every 20 minutes. BUT DON'T PRATTLE, OR CHATTER AT LENGTH WITH ON-AIR GUESTS. It probably isn't coming out as well as you think it is.

THE AIR SOUND IS ALWAYS THE MOST IMPORTANT THING.

When you are on the air, your responsibility is to serve the audience as effectively as possible; that, in essence, is our mission. The audience should come first. Who is listening? Does the music and /or information fit the format of the show? Is song selection appropriate for the time of day or night? What does the audience want to hear as opposed to what you want to play? These are questions you should be addressing as you prepare and produce your show. Avoid reasons for tune outs, like sloppy mic breaks or inappropriate selections, or jarring combinations of music styles. Don't let the telephone distract you from doing the program you have put together; don't let friends distract you either.

Be organized. Have a plan or at the very least have an outline of just what you will be talking about during your non-music spots.

Don't go on the microphone unless you're ready. Put on a promo for another show, or put on some music to buy some time, then go on mic. Also, try to slow yourself down, take an extra minute or two to ground yourself. This will allow a more even flow through your show.

Announce the time and outdoor temperature. Pre-read weather forecasts and any announcements you might be airing. Understand the content of what you're telling the audience.

Relax, smile and be conversational, as if you were speaking one-on-one with your best friend. Yet, beware of being too personal, gossipy, or 'in house' with your commentary. Listeners are tuned in for your program, not your gab. If your commentary is irrelevant to the listener, they'll tune you out and often-times turn you off.

Listen to as much radio as possible to hear how other people do mic breaks, and make note of organization and clarity.

Last, but not least it is very important to all of us at KTNA that our broadcasters feel good about the job they are doing.

CHECKLIST FOR GOOD RADIO:

- Do you sound organized?
- Do you sound interested in what you are saying?
- Is "KTNA" woven in cleanly, smoothly, and unobtrusively, at least twice an hour?
- Have you told listeners what is just ahead on your show in such a way that they will want to stay tuned?
- Have you played a program promo?

- Is the music and the break the main focus of your attention? In other words, was a lot of extraneous information given that no one really cares about?
- Are you on the microphone two minutes or less at a time?
- Are you programming for the listeners and paying attention to the time of day?
- Did you look up pronunciation on words that you weren't sure about?

VOLUNTEER RIGHTS

1. To be adequately trained with regard to equipment and program policies, and FCC regulations under which all station programming is governed.
2. To enjoy the respect of paid employees, Board members, and fellow volunteers and to share your concerns and ideas with staff.
3. To be notified in advance of any changes affecting one's programming.
4. To have input on programming, policy, material purchases, etc.
5. To expect equipment to be in working order and any needed supplies to be available.
6. To expect that all volunteers will maintain the organization of music library.
7. To get written letters of recommendation and/or job references from the Volunteer Coordinator as needed.
8. If a volunteer has a grievance about any aspect of his/her contract, it should be discussed with the Volunteer Coordinator. If he/she is not satisfied, a written grievance should be brought to the General Manager for mediation. The Volunteer Coordinator and General Manager and the affected party will meet to discuss the grievance. Within one week, the volunteer will be informed in writing of the status and resolution of the matter.
9. KTNA extends its practice of equal opportunity employment to its volunteers in that no one will be discriminated against on the basis of race, creed, sex, sexual orientation, national origin or handicap.

VOLUNTEER RESPONSIBILITIES

1. To be familiar with FCC regulations and KTNA policies and to conform to these guidelines at all times.
2. To be fully prepared for each program and to operate in a responsible manner while on the air.
3. To notify staff if you are unable to fulfill an obligation relating to programming or any other volunteer work within a reasonable amount of time. You may fill the slot with another volunteer listed on the volunteer sheet, but please let the Volunteer Coordinator know who will be filling in for you. All schedule changes must be confirmed with staff!
4. To check for messages from staff posted in the studio, to read email correspondence from staff, and to be familiar with policy changes.
5. To accept constructive criticism of your programming or duties and to endeavor to improve skills where necessary.
6. To attempt mediation on all conflicts and to abide by management decisions with relation to conflict not resolved by mediation.

7. To respect, encourage, and assist fellow volunteers and staff.
8. To leave the studio clean, take your belongings, and to notify staff of equipment maintenance needs.
9. To re-file recorded material and written material in the proper places.
10. To attend volunteer meetings.
11. To sign program logs, and initial underwriting announcements.
12. To participate in on-air fundraising activities as scheduled.
13. To participate fully in any music data logging KTNA is required to do.
14. To air underwriting announcements and to say legal station I.D.s at required times.
15. To get consent of the General Manager before you remove any KTNA property from the premises.
16. Studio time is available for production, preparation, training, etc. when no programs are in progress.
Contact staff to schedule time for either the on-air or production studio. Any use for purposes other than KTNA projects must be approved by the General Manager.

GENERAL KTNA RULES:

1. No smoking is permitted in KTNA buildings, or on the front porch. It is permitted on the side porch outside the volunteer entrance.
2. No files, equipment, or other property belonging to KTNA is to be removed without consent from the General Manager.
3. No street shoes past the entry areas of the building, no pets inside.
4. Keep food and drink off the same surfaces as broadcasting /computing equipment.
5. Long distance calls are not allowed.
6. KTNA maintains a drug free workplace in accordance with federal regulations. Alcoholic beverages and controlled substances are strictly prohibited on the KTNA premises. It is also KTNA policy that no person should operate any equipment under the influence of such substances. Any volunteer or employee proven to violate this policy will be immediately dismissed.
7. Sexual harassment by any volunteer, employee, or board member is illegal and will be met with immediate dismissal. Sexual harassment includes unwelcome sexual advances, inquires, requests for sexual favors, derogatory verbal and visual displays, verbal or physical conduct of a sexual nature, and is not limited to the above.
8. Sleeping in KTNA buildings is not allowed without the permission of the General Manager.
9. No willful and unapproved use of obscene or indecent language on air
10. No use of on-air time as a personal soap box, or to defame or slander other individuals or entities
11. No one under 18 is allowed in the studio without a competent adult present.
12. Visitors are allowed, but no more than three at a time in the studio. The KTNA program host on duty is responsible for the actions of his/her visitors, and must enforce KTNA and FCC policies with guests.

VOLUNTEER CONTRACT

All volunteers must commit to the guidelines found in this manual. By signing the volunteer contract, you are agreeing to a contract to follow the guidelines stated. I understand that KTNA may cancel this contract if these policies are not adhered to and that I may cancel this contract at anytime if I am not able to continue my volunteer responsibilities

Thank you for training to be a KTNA volunteer. We hope your new skills bring you a new medium of creativity for your enjoyment and enrichment as well as that of your audience!