Thank you for volunteering at Community Players! Volunteers are the foundation and sustaining force of our organization.

As a volunteer you are more than just a source of labor, you are a part of our family and we want your experience to be a positive one. This handout details some of the most important information relating to your involvement with Community Players. In it you will find:

- Volunteer Bill of Rights
- General Rules/Conduct
- Sexual Harassment Summary
- Grievance Procedures
- Rewards/Benefits for Service

We realize your time is valuable and pledge to make productive use of your time when at the theatre. At the same time we ask that you treat any commitments you make to volunteer with us as if this was a paid commitment: arriving on time, putting fourth your best effort, and following all policies and procedures of the organization.

If at any time during your involvement you have a problem please bring it to our attention. We would rather deal with a small issue when it comes up, than have a major catastrophe on our hands several weeks later.

More details on relevant volunteer policies can be found online at tinyurl.com/CPpolicies

Once again thank you for making our community a better place through the arts!

**OUR MISSION**

It is the mission of Community Players, Inc. to foster, promote, encourage and increase the knowledge, appreciation, and practice of theatre in Beatrice and the surrounding area.

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**REWARD CARD**

When you participate in a Community Players volunteer activity you earn reward points. You will receive a card to keep track of your points (so don’t lose it). Earn 10 points and you receive a FREE admission to any Community Players event within 1 year of filling the card.

**Here’s a breakdown of how to earn points:**

- **Actors/Stage Managers/Musicians** - Receive a full card!
- **Board Ops/Run Crew** - 1 point for each performance they work
- **House Managers** - 2 points
- **Ushers** - 1 point
- **General crew calls/work** (set building, light hang, helping with a mailing, etc) - 1 point for every hour worked.

**Verifying your points:** When you complete your work for the day, have your supervisor (crew head, staff, or Board member) initial your card. When you have all 10 slots filled have the person who filled in the last slot sign and date the card.

**Using the card:** A full card is good for one free admission to any Community Players production (excluding fundraisers or non-CP produced shows) within one year after the date on the card. Must present card to Box Office when picking up ticket. Cards and their benefits are non-transferable.

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**LEARN MORE...**

Visit our website for more information about the organization and our programming

www.beatricecommunityplayers.com

Like us on Facebook

Follow us on Twitter: @CommPlayers

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**A quick guide to Volunteering at Community Players**
1. The right to be treated as a co-worker, not just as "free help" and not as a "prima donna."
2. The right to a suitable assignment, with consideration for personal preference, temperament, life experience, education and employment/life background.
3. The right to know as much about the organization and the facility as possible, its policies, its people, its programs, etc.
4. The right to training for the job, thoughtfully planned and effectively presented training.
5. The right to sound guidance and direction, by someone who is experienced, well informed, patient and thoughtful - and who has time to invest in guidance.
6. The right to continuing education on the job, as a follow-up to the initial training, information about new developments and training for greater responsibility.
7. The right to a place to work, an orderly, designed place, conducive to work and worthy of the job to be done.
8. The right to promotion and variety of experience, through advancement to assignments of more responsibility; through transfer from one activity to another; through special project assignments.
9. The right to be heard, to have a part in planning; to feel free to make suggestions; to have respect shown for an honest opinion.
10. The right to recognition, in the form of promotion, and awards (or some tangible evidence) through day to day expressions of appreciation, and by treatment as a bona fide and valuable co-worker.

Community Players believes in equal opportunity for employees, members and volunteers. Community Players' success depends on the effective utilization of qualified people regardless of their race, creed, color, age, gender, sexual orientation, national origin, disability or any other characteristic protected by law. We will not discriminate on the basis of these characteristics in any personnel or member action.

**BILL OF RIGHTS**

1. The right to be treated as a co-worker, not just as "free help" and not as a "prima donna."
2. The right to a suitable assignment, with consideration for personal preference, temperament, life experience, education and employment/life background.
3. The right to know as much about the organization and the facility as possible, its policies, its people, its programs, etc.
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**GENERAL RULES/CONDUCT**

- Treat all Community Players volunteers and staff with respect.
- The use of illegal drugs or abuse of substances will not be tolerated while working on theatre projects.
- The use of alcohol is prohibited immediately prior to or during rehearsals and performances.
- Smoking is not permitted in the Community Players building.
- All rehearsals are "closed," meaning no one but the cast and crew of that show are permitted in the building during rehearsals.
- Only authorized members of the cast and crew are allowed backstage during or following a performance.
- Food and beverage are permitted throughout the facility, however, we ask volunteers to please clean up after themselves.
- Community Players does not condone nor encourage underage consumption of alcohol. The organization shall make every effort to prevent such behavior.
- Respect the authority of directors, designers, crewheads and supervisors and follow the organization's "chain of command" when dealing with concerns.

**SEXUAL HARASSMENT**

Community Players believes that all volunteers and employees of the organization should be afforded the opportunity to work in an environment free of sexual harassment. The organization takes cases of such misconduct seriously and will take whatever actions are necessary to create a positive working environment for all staff and volunteers including implementing disciplinary action up to and including ending our relationship with anyone found to violate this policy.

Our complete policy on the subject can be found online at tinyurl.com/CPpolicies

**ENDING A RELATIONSHIP**

Community Players has the right to end its relationship with any volunteer if it is determined that the individual has willfully not met the expectations of their volunteer job(s), stolen from the organization or other volunteers/employees, creates an atmosphere in which other volunteers feel uncomfortable or disrespected or violates any of the policies of Community Players.

**GRIEVANCE PROCEDURE**

If a volunteer feels that they have been treated unfairly, discriminated against or mistreated by a member of the staff, the Board of Directors, or another volunteer, they are encouraged to take steps immediately to resolve the situation.

Volunteers should approach one or all of the following individuals, the Managing Artistic Director, the President of the Board of Directors, the Volunteer Relations Liaison or the designated production "Adopted Parent" board member, and express their concerns.

At that time steps may be taken to rectify the situation. If this does not succeed in improving or addressing the situation a formal grievance may be filed with the full Community Players Board of Directors. (A copy of the official grievance form is available upon request, or online at tinyurl.com/CPpolicies)

Upon receiving the formal grievance the Board of Directors will take what actions it deems necessary to address the concerns. At the conclusion of this the Board will send a formal written acknowledgement of the grievance and what, if any, action was taken as a result to the