



CJMQ 88.9 FM Volunteer Agreement and Questionnaire

Volunteer Agreement

CJMQ 88.9 FM appreciates your interest in volunteering with us! This agreement outlines the terms and expectations for your role as a volunteer at our station. Please read through, and sign to confirm your understanding and commitment.

Volunteer Responsibilities

As a volunteer, you agree to:

- Commit to your assigned schedule and notify your supervisor of any absences in advance.
- Follow all CJMQ 88.9 FM policies, including health and safety regulations, privacy policies, and code of conduct.
- Represent CJMQ 88.9 FM positively and respectfully within the community.
- Complete tasks assigned by CJMQ staff in a timely and efficient manner.

Station Guidelines

- Volunteers are expected to maintain professionalism and uphold the station's mission.
- Equipment and station resources should be used responsibly.
- Any issues or incidents should be reported to the station manager or designated supervisor.

Volunteer Benefits

Volunteers at CJMQ 88.9 FM have the opportunity to:

- Gain hands-on experience in radio production, broadcasting, and community engagement.
- Attend training sessions and station events.
- Receive a letter of reference or acknowledgment of service upon request after fulfilling an agreed-upon duration.



Volunteer Acknowledgment I, [Volunteer Name], understand and agree to fulfill my duties as outlined above. I acknowledge that my participation as a volunteer is at-will and can be terminated at any time by CJMQ 88.9 FM.

Volunteer Signature: _____ Date: _____

CJMQ Supervisor Signature: _____ Date: _____

Volunteer Questionnaire

To better understand your background, skills, and interests, please fill out the following questionnaire:

1. Contact Information:

- Name:
- Address:
- Phone Number:
- Email:

2. Availability:

- Days and times you are available to volunteer:

3. Experience and Interests:

- What previous experience (if any) do you have in broadcasting, media, or community service?
- Why are you interested in volunteering at CJMQ 88.9 FM?
- Are there specific tasks or areas (e.g., event planning, radio hosting, social media) you're most interested in?

4. Skills and Training:

- Do you have any relevant skills (e.g., audio editing, communication, project management)?



- Would you be interested in additional training or workshops offered by the station?

5. CJMQ Community Engagement:

- How do you hope to engage with the local community through your volunteer role at CJMQ?
- Are there any particular issues or topics you would like to contribute to on-air or through other station activities?

6. Emergency Contact Information:

- Name:
- Relationship:
- Phone Number:

7. Additional Comments or Questions:

- Please let us know if you have any additional information or questions.

Thank you for your interest in joining CJMQ 88.9 FM as a volunteer! Your contributions are essential to the success and community presence of our station.

Please return the completed agreement and questionnaire to info@cjqmnews.com



Annex

Code of Conduct

All volunteers at CJMQ 88.9 FM are expected to uphold the following Code of Conduct:

1. **Professionalism:** Maintain a respectful, friendly, and cooperative attitude toward other volunteers, staff members, guests, and community members at all times. Dress appropriately when representing the station, both on-site and at public events.
2. **Integrity:** Be honest and transparent in your interactions and uphold the station's values. Avoid any actions or language that could damage the station's reputation or violate its principles.
3. **Respect:** Treat everyone at CJMQ 88.9 FM with courtesy and respect, regardless of background, beliefs, or position. Discriminatory or offensive behavior, including harassment or bullying, will not be tolerated.
4. **Confidentiality:** Respect and maintain the privacy of sensitive information related to the station, including listener information, internal communications, and personal information of other volunteers and staff.
5. **Safety:** Follow all safety protocols and guidelines provided by CJMQ 88.9 FM. Report any unsafe conditions or incidents to a supervisor immediately.
6. **Use of Station Resources:** Use station property, resources, and equipment responsibly and only for tasks directly related to your volunteer role. Misuse of equipment or resources may result in termination of volunteer status.
7. **Media and Public Engagement:** Represent CJMQ 88.9 FM positively when speaking about the station on social media, in public, or during station events. Any media requests or inquiries should be directed to station management.
8. **Conflict Resolution:** Should any conflict arise, address it professionally and seek assistance from a supervisor if necessary. Any concerns related to conduct should be reported to station management.



On-Air Professionalism

While on-air, volunteers are expected to uphold the highest standards of broadcasting to maintain CJMQ 88.9 FM's positive reputation in the community. This includes:

- **Content Standards:** Avoid any controversial topics or language that may offend listeners, including, but not limited to, divisive political issues, personal opinions on sensitive matters, or any discriminatory remarks. Stick to the approved program format and content guidelines provided by the station.
- **Unauthorized Advertising:** Only broadcast sponsored content and advertisements that have been pre-approved by station management. Personal promotions or unauthorized advertisements are not permitted. The advertising of alcohol or tobacco products is strictly prohibited.
- **Language:** Use respectful and professional language on air at all times. Profanity or inappropriate language is strictly prohibited. Maintain a friendly and engaging tone that aligns with the station's community-oriented mission.
- **Community Sensitivity:** Respect cultural and community values by ensuring all content is inclusive and welcoming. Avoid stereotyping or language that could be misinterpreted as insensitive.
- **Emergency and Crisis Protocol:** During emergencies or unexpected events, follow CJMQ 88.9 FM's guidelines for appropriate on-air responses and avoid any statements that could incite panic or spread misinformation. Direct listeners to official sources for verified information when necessary.

Consequences for Violations: CJMQ 88.9 FM reserves the right to terminate a volunteer's position for violations of this code or for any behavior that disrupts the station's mission or operation.

This expanded **Code of Conduct** provides clear guidelines to help volunteers maintain professionalism both on and off-air, ensuring a consistent and positive experience for CJMQ 88.9 FM listeners and the community.