



## Volunteer Handbook and Code of Conduct

### **Volunteer Handbook | Statement of Purpose**

Boise Music Week (BMW) is dedicated to and dependent on its volunteers for success. We hold ourselves and all of our volunteers to a professional standard in the quality of our productions and experiences. As such, this handbook has been written to serve as a Code of Conduct for the volunteers of BMW. This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. Any questions concerning the applicability of a policy or practice, should be addressed to the BMW Board President or the person in charge of the event.

### **Boise Music Week | History and Mission**

#### *History*

When Eugene A. Farner returned to Boise from serving in the U.S. Army in World War I, he came home with a vision: He wanted a first-class musical celebration showcasing talent from Southwestern Idaho, and he wanted to make sure there would never be a charge for the event. Mr. Farner, the director of music at St. Michael's Episcopal Cathedral and the Boise Civic Festival Chorus, shared that vision with his friends and community leaders. In May 1919, "Boise Music Week" was born.

While other cities across the country have established music weeks, BMW has remained unique because of its focus on local musicians and performers. And today, over 100 years after the first performance, the talent still comes from the Treasure Valley, and no one has ever been charged for a ticket.

Even though Boise is today considered a destination of world-renowned performers, BMW still relies on its deep community roots. Every year, over 2,000 volunteers donate more than 35,000 hours to produce BMW events. BMW remains a treat for audiences, and a showcase for performers, singers, musicians, set and costume designers, carpenters, sound engineers, directors, and the many other talented people who pull together each spring to make Mr. Farner's original vision into what it is today: the longest running event of its kind in the country and perhaps the premiere community music event in the nation.

#### *Mission*

BMW's mission is twofold: provide Treasure Valley residents of all ages with high-quality, family-oriented musical productions at no charge, and develop the diverse talents of musicians, singers, technicians, and

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production personnel, thereby expanding the area's cultural community capabilities. Sustained solely by donations, BMW promotes goodwill and respect for all who attend, perform, or volunteer.

### **Boise Music Week | Diversity, Equity, and Inclusion**

BMW welcomes everyone whose behavior adheres to our core values of caring, honesty, respect and responsibility, and who desire to be a part of the preservation of our long legacy in the community.

We strive to be a force for opening doors and building bridges among all, regardless of cultural background, ethnicity, faith, income, race, age, or sexual identity; and to provide everyone an opportunity to expand their performance skills and enjoyment of music.

Volunteer decisions made by BMW will be based on qualifications and ability. BMW does not discriminate in volunteer opportunities or practices on the basis of cultural background, ethnicity, faith, income, race, age, or sexual identity. This policy governs all aspects of volunteering with BMW.

Any volunteers with questions or concerns are encouraged to bring these issues to the attention of the appropriate event director or current board president. Volunteers can raise concerns and make reports without fear of reprisal.

### **Boise Music Week | Ethics and Conduct**

The successful operation and reputation of BMW is built upon the principles of fair dealing and ethical conduct. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a high regard for the highest standards of conduct and personal integrity.

### **Boise Music Week | Board Structure**

For a list of current BMW board members and their contact information, please go to <https://boisemusicweek.org/>

### **Boise Music Week | Definitions**

**Board Member:** Volunteers who steer BMW towards a sustainable future by adopting artistic, sound, ethical, and legal governance and financial management policies, as well as by making sure the nonprofit has adequate resources to advance its mission.

**Contracted Staff:** These individuals are not employees of BMW but rather independent contractors or consultants who are hired to perform a task according to their methods. They are subject to control and direction only so much to ensure the necessary results are accomplished. Morrison Center staff, and guest designers are examples of contracted staff.

**Crew:** A volunteer who has been engaged to perform technical tasks for a production, such as props, costumes, etc...

Performer: Any actor, dancer, instrumentalist, or singer who participates in a concert or production for BMW.

Volunteer: Any individual who is engaged in any kind of work/activity with or on the behalf of BMW without the benefit of financial compensation.

## **Boise Music Week | Conflict Reporting and Resolution**

A cornerstone of this handbook is accountability. BMW recognizes that no BMW-sponsored event or activity can be successful and rewarding for all participants involved if there is no recourse for violations of the policies and procedures outlined in this handbook. The conflict reporting procedures allow volunteers to express their concerns and provide BMW with feedback to improve our performance where necessary.

### Structure

Level One – A complaint that can be resolved through direct communication with the parties involved.

Level Two—The following staff may exercise certain level of authority and trust to determine whether a complaint can be resolved at this level or needs to be sent to the next level.

- Stage Manager
- Director
- Event director
- BMW board president

Level Three—These people should be considered the final level of the path, capable of resolving issues that have not been resolved before reaching this stage. They are strongly advised to consult with each other to determine the implications of any decision.

- BMW executive board

### Disciplinary Procedure

Volunteers who do not adhere to the boundaries and procedures of BMW, or fail to perform their voluntary role satisfactorily may be subject to disciplinary procedures. Volunteers can expect as part of this process:

- Clear details of the inappropriate behavior.
- Performance plan with what and how to improve over an agreed period of time (unless the behavior is such that their volunteer status with BMW is revoked).

Volunteer participation may be ended without warning if BMW believes that there is sufficient cause.

Examples of this include:

- Any verbal, physical, or written act that violates BMW harassment policy, drug, tobacco and alcohol policy, or social media policy.
- Physical or verbal abuse to other volunteers or the public.
- Theft, or other actions representing a disregard for the rights and privacy of individuals and institutions associated with BMW.

## **Boise Music Week | Harassment Policy**

Harassment is not accepted behavior in BMW. As interpreted by BMW, harassment may include, but is not limited to:

- Bullying
- Inappropriate or insulting remarks, gestures, jokes, innuendoes, or taunting about a person's cultural background, ethnicity, faith, income, race, age, or sexual identity.
- Unwanted questions or comments about a participant's private life outside of the boundaries of consent.
- Posting or displaying materials, articles, graffiti, etc., which may cause humiliation, offense, or embarrassment outside the parameters of the production.
- Images depicting pornography, violence, racism, etc., are inappropriate for open display in dressing rooms, bathrooms, etc.
- One or a series of comments or conduct of a gender-related or sexual nature outside the boundaries of consent or production content that is known or reasonably ought to be known to be unwelcome/unwanted, offensive, intimidating, hostile, or inappropriate
- Verbally and/or physically threatening or harassing behavior conducted through phone, e mail, social media, text messaging, or in person.

If you are bullied, please report to the person in charge of the event or the BMW president

BMW respects the rights of everyone to be free from conduct considered harassing or coercive. In the event that you experience or observe sexual or other harassment at BMW, you are encouraged to attempt resolution yourself by directly communicating that the words or behaviors are not welcomed and must stop. We encourage you to do this verbally or in writing if you feel safe to do so.

If uncomfortable with the direct communication of this message or if the behavior continues, please report it to the event director or the BMW president to attempt clarity, resolution, or an investigation.

## **Drug, Tobacco, and Alcohol Policy**

Rehearsal and performance spaces for BMW are drug, tobacco, and alcohol free. The abuse of drugs, tobacco, or alcohol jeopardizes the health, safety, and well-being of volunteers and patrons, and causes damage to costumes and property. Use of these substances or reporting to a BMW-sponsored event under the influence of these substances is strictly prohibited. Failure to adhere to this policy may result in the person involved being removed from the performance.

## **Youth Protection Policy**

Statement of Purpose:

BMW seeks to support youth in their artistic and personal growth through instruction, mentoring, and by providing opportunities to perform and participate in theatre programming. BMW seeks to assure

participants, parents, and the community that the environment and volunteers are safe for youth, and that safety for youth is a shared responsibility between BMW and families.

**Care for Alleged Victims:**

BMW believes the safety of youth is of paramount importance and, in the event of an allegation of abuse, BMW will remove the youth from the unsafe environment

**Volunteers:**

All volunteers must sign an acknowledgment that they have been given and have read and understand the Code of Conduct, as outlined in this handbook.

**Additional Expectations:**

- No volunteer shall be alone with youth in an isolated area. Two adults shall be present at all times. If a volunteer must meet individually with youth, it should be done in an area in which all are clearly visible to others.
- Youth may be released from activities only to individuals designated by the caregivers. Caregivers shall, at registration, provide a list of persons authorized to transport their child. This list may be updated verbally, with a record of the date, time, and participants being maintained by BMW.
- BMW will not release a child to an authorized person if there is a question that the child's safety could be compromised.

**Reporting Procedures**

- Volunteers are encouraged to immediately report to the child's parents and/or law enforcement regarding any instance in which they have reason to suspect that a youth has been the victim of physical or sexual abuse or neglect.
- Any report of physical or sexual abuse, or neglect during a BMW rehearsal or performance should be made to the person in charge of the event or the board president.
- The BMW Executive Board shall have the option of suspending a volunteer's activities, and/or retaining the status quo. In any event, the Board shall be notified if a report is received by BMW.

**Boise Music Week | Social Media Policy**

Social media constitutes a major component of BMW's marketing plan. Therefore, you are encouraged to use all types of social media to help advertise, promote, or market the organization. As a volunteer, you are encouraged to join any BMW sponsored social media group. When posting about BMW events on public forums, please keep your posts respectful. Do not insult the production, your cast-mates, your audience, or the venue on a forum where the general public can access it. Failure to adhere to this policy may result in the person involved being removed from the performance.

**Boise Music Week | Cast, Crew, Musician, Performer Policies and Procedures**

*General Information:*

- Safety is our first priority. If you encounter an unsafe situation, notify the production team or stage manager immediately. Steps will be taken to fix the issue before continuing.

- If an accident occurs that involves any kind of injury, inform the production team or stage manager IMMEDIATELY!
- BMW rents rehearsal space, so please be courteous and pick up all trash and personal belongings.
- You are encouraged to have a capped bottle of water during rehearsals.
- As a part of any production, you may be called upon to participate in promotional activities, including attending photo sessions, interviews, and public previews. The director and stage manager will make every attempt to notify all participants in a reasonable and timely manner.
- We will do our best to avoid job/school conflicts when possible.
- All cast and crew are expected to participate with strike upon the completion of the final performance.

### *Rehearsals*

- Attend all rehearsals, including dress rehearsals and technical rehearsals, as scheduled by the director.
- Arrive at the appropriate call time and sign in.
- If additional rehearsals are needed, they must be approved by the Director.
- Abide by the conflicts scheduled at the time of casting. Additional conflicts must be approved by the director and are subject to the approval of the Director.
  - Please notify the production team of illness or injury.
- Repeated failure to attend rehearsals will result in recasting or dismissal from the cast/production.
- Caregivers of youth should sign in with the production team as soon as they arrive.
- Rehearsals are closed to the general public. Only persons approved by the production team are allowed to attend rehearsals.
- Off-book deadlines fluctuate from production to production. Here's a good rule of thumb: Use your script when you block a scene and the first time you review it. After that, you should be memorized.
- Please TURN OFF all phones and pagers during rehearsals. You may use phones during your break time.
- Dress appropriately for rehearsal. Wear comfortable clothing you can move in and can get dirty. The director won't adjust rehearsals to accommodate your clothing choice. Please avoid wearing sandals or open-toed shoes unless provided by the costumer (some rehearsal spaces and performance venues may have shoe requirements, e.g. no open toed shoes, or soft soles only), avoid dangly jewelry such as earrings, bracelets, necklaces, etc. BMW is not responsible for any injuries sustained by your attire choices.
- Good personal hygiene is a must. Rehearsals can be hot, intense, and happen in close proximity. Please brush your teeth, bathe, and wear deodorant for the benefit of everyone. Please refrain from using perfumes, colognes, essential oils, or other body sprays.

### *Costumes, Sets, and Props*

- Treat the designers with the professional respect that they deserve.
- Do not touch props, sets, or costumes not assigned to you.
- Be sure to hang up all costume pieces and return all props immediately after use.
- No smoking in costume at any time!
  - If you smoke in costume, you will be charged for any additional cleaning that is required. If you damage the costume as a result of smoking (burns, smell, etc.), you will be charged for the full replacement cost of all costume pieces damaged.
- You are not allowed to change, embellish, or choose not to wear any piece of your costume during performances.

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- You are not allowed to change how you wear your hair or makeup once it has been approved by the costumer. This includes cutting, styling, dyeing, etc.
- Do not touch costumes, props, tools, machines, supplies, pins, make-up, hairspray, spike tape, washers, screws, etc., without the expressed permission of the appropriate theatre or production staff.
- Sometimes BMW shares rehearsal space with unfinished set pieces. Abide by any instructions that the production staff gives you regarding these instances.

### **Boise Music Week | Volunteer Benefits**

- Contribute to the success of the oldest, continuously free Music Week in the nation.
- Meet great people who share a common interest.
- Production tickets! Every volunteer (or caregiver/guardian if the volunteer is under 18) is entitled to 4 preferred tickets to the production.

### **Boise Music Week | Volunteer Handbook Acceptance and Picture release form**

Please initial and sign in the appropriate spots on the volunteer performer sign-up:  
[boisemusicweek.org/volunteer](http://boisemusicweek.org/volunteer)