

Mizu Con 2010 - Volunteer Requirements and Guidelines

Thanks for taking interest in helping out Mizu Con . This document contains general requirements and guidelines for becoming a volunteer staff member.

Requirements

1. You must be at least 16 years of age by the time of the convention. Anyone 17 years and under must have a Parental Consent Form signed and on file by August 1, 2010. If you are under 18, you need to be able to verify your age with a valid form of identification.
2. You must attend 2 staff meetings (not including the mandatory pre-convention staff meeting).
3. You are required to attend the pre-convention staff meeting held the day before the convention. No exceptions.
4. You are responsible for keeping in touch with the Director of the department you are assigned to.
5. You must be able to work at least 12 hours over the course of the convention.

Note: If you are an out-of-state volunteer, you are exempt from requirement #2. All other requirements and guidelines still apply. Please remember that you are responsible for your own accommodations and transportation during your stay in Miami, Florida.

Guidelines

MEETINGS

There will be two separate sets of meetings, one will be early on and the other will be closer to the convention date. Remember that you must attend two (2) staff meetings, one from each set. The dates and times of these meetings will be announced beforehand so that you can plan accordingly. Also, all staff members are required to attend the pre-convention staff meeting held the day before the convention. If you are unable to attend a meeting, please notify the Staffing Director as soon as possible. You must be able to provide a legitimate reason for your absence.

KEEP IN CONTACT

Please remember that it is your responsibility to keep in contact with the Staffing Director and the Director of the department you are assigned to. Please contact the appropriate personnel if there are any changes in your status or if you have any questions or concerns (i.e., unable to attend a meeting, changing contact information, etc.). Also, check your e-mail inbox and the Mizu Con forums frequently – information and updates will be sent and posted regularly.

RESPECT EVERYONE

Mizu Con does not tolerate disrespect to anyone at all. Please treat everyone with respect and courtesy. It takes respect to get respect.

PARENTAL CONSENT

If you are 17 years and under, your parental guardian must complete a Parental Consent Form. These forms are available at staff meetings, or can be downloaded from the Mizu Con website (<http://www.mizucon.com>). Please print out the form and mail it to the Staffing Director when completed.

DRESS CODE

While there is no formal dress code, we do ask that you refrain from wearing attire that may be considered offensive or that could detract from your work performance. If you plan on cosplaying while working, please contact your department director to make sure it's okay. Some departments may enforce their own dress code – please contact your department director for additional information.

BE PROMPT

We expect all staff to be available when assigned and ready to get to work. If you think you are going to be late, notify your department director as soon as possible. Try to arrive early enough to prepare for your shift.

BE HELPFUL AND FLEXIBLE

Always find out how you can be of additional help. There is always something to do, or some department that needs assistance. If you need something to do, and your department is covered, ask the Staffing Director about what you can do to help.

CHECK BADGES

As part of security measures being taken at the convention, please make sure to check attendee badges at all times. Badges should be visible at all times. If you find someone without a badge, please kindly direct them to the Registration desk.

DISMISSAL

If you are unable to fulfill your duties for any reason please let your department director or Staffing Director know as soon as possible. If you are not working as assigned, you can and will be dismissed. Your badge will be removed and you will be asked to leave or pay the appropriate fees for your remaining attendance.

How to Become a Volunteer Staff Member

Once you have read the Staff Requirements and Guidelines document, and know that you are able to fulfill everything described there, please go ahead and fill out a Staff Application.

You can find a Staff Application online at the Mizu Con website (<http://www.mizucon.com>). Check the Mizu Con website and forums for the latest information on these meetings and events.

Mizu Con Volunteer Application 2010

Thank you for expressing interest in volunteering for Mizu Con, Miami's newest anime convention. As a volunteer, there are certain requirements that must be met, which can be found in the Staff Guidelines form on the Mizu Con website (<http://www.mizucon.com>). Please be sure to read them before volunteering your time to Mizu Con. If there are any questions, please e-mail us at staffing@mizucon.com

Sincerely,

Jo Stodghill, Con Chair & Founder
Marlon Stodghill, Founder & President

Name: _____ Birthdate: _____ Age: _____
Volunteers must be 16 or turning 16 at the time of the convention. Also, volunteers age 17 or younger must also complete the Parental Consent Form found at <http://www.mizucon.com>

E-mail Address: _____ Forum ID: _____
Preferred, but not required

Contact Number: _____

Department of choice: 1) _____ (Pick your top two)

2) _____

- Artist Alley
- Dealers' Room
- Events
- Manga Library
- Operations
- Registration
- Security
- Tabletop Gaming
- Technical
- Video Gaming
- Video Room

Dear Parent(s) and Legal Guardian(s),

Mizu Con is a convention that brings the entertainment of Japanese animation to local fans. People who come to our convention come from all over the United States and even from countries as far away as Japan. To help make this event a success, we are in need of volunteers to help us during the convention itself.

Your child has expressed interest in becoming a volunteer for Mizu Con 2010. Since your child is under 18 years of age, we ask for your permission to include your child as a staff member of Mizu Con 2010. Please take the time to read and complete this letter for your child to include with his/her Staff Application Form. With your signature, you agree to let your child volunteer for Mizu Con 2010.

If you have any questions, please feel free to contact us via e-mail at staffing@mizucon.com We look forward to working with your child during Mizu Con 2010.

Sincerely,

Jo Stodghill, Con Chair & Founder
Marlon Stodghill, Founder & President

My child, _____, has my permission to be a volunteer for Mizu Con 2010.

PARENT / LEGAL GUARDIAN (SIGNATURE)

DATE

PARENT / LEGAL GUARDIAN (PRINT)

CONTACT NUMBER