

CAS/SCA VOLUNTEER REQUEST FORM

CAS/SCA students: Submit completed form to your instructor or EP.

Volunteer Name: _____

STUDENT/ENDOWMENT PROJECT (Title and class #): _____

STUDENT/PRODUCER NAME: _____

VOLUNTEER CONTACT INFORMATION:

Email address: _____

Cell number: _____

I would like to volunteer my services as _____ at Regent University. This is primarily a learning experience and to further my interests. As such, I have no expectation of payment or other remuneration for any services that I may render from Regent University, and will serve solely as a volunteer. Any remuneration or in-kind arrangements between CAS/SCA students and me are independent of this agreement.

I will follow all instructions given to me.

I acknowledge and agree that **Regent University** is not responsible for my transportation, lodging, meals, or other expenses, and that such are, and shall be, my sole, personal responsibility. Similarly, I acknowledge and agree that Regent University is not responsible in any way for my safety or property, and that my participation in the above described activity is a personal and voluntary undertaking for which I assume all risks. In this regard, I fully understand that participation in this activity poses dangers to person and property, both known and unanticipated. I understand that I will not be covered by Regent University's workers' compensation or other insurance, and I will look solely to my own insurance to compensate me for any damages, injuries or expenses I may incur.

Accordingly, in consideration of permission to participate in the activity, I hereby completely release Regent University, its officers, directors, employee, agents, successors and assigns from, and further agree to indemnify and hold them, and each of them, harmless from and against any and all claims, suits, loss, damage, injury, harm, cost and expense whatsoever ("Loss") which I may incur, sustain, or be subject to, in connection with, arising from, or relating to the activity or any involvement or participation whatsoever which I may have regarding it, including, but not limited to, that incurred, sustained or arising preliminary to or following the activity or with regard to transportation to, from or during the activity.

The indemnification given by me shall include all attorney's fees and court costs incurred by Regent University in defending any such claims or suits regarding a Loss, whether such arise out of negligence or not, or are for unavoidable damage or injury or not.

I may change the days and hours during which I volunteer upon notice to you. I also realize that

you may determine at any time that you no longer need my services or I may no longer wish to volunteer, and either party may terminate this volunteer relationship at any time upon notice to the other party.

I also acknowledge that Regent University is a Christian institution, and agree to comply with the Standards of Conduct set forth in the Regent University Student Handbook, the relevant passages copied below as **Exhibit A**.

This document must be signed and submitted by the student filmmaker/producer to their Instructor or EP prior to participation in any student-affiliated project. Participation without this form is in direct violation of departmental policy and will result in disciplinary actions.

Read and agreed:

Volunteer's Signature

Date

Student/Producer Signature

Date

Code of Conduct

Regent University's film and television program strives to provide all students, regardless of race, color, gender or faith, equal opportunity to learn and experience the professional skills that will prepare them for a professional career. In order to insure this opportunity our school has established a code of conduct for all students to understand and practice in the classroom, on location and in post-production.

The Spiritual Foundation for Equality

The word of God calls instructs us to follow Christ's example to "treat others as better than we treat ourselves (Philippians 2:3)."

Selections for endowment project crew members are based upon demonstrated skills, experience, responsibility and reputation. If a student believes they've been treated unfairly in the selection process, they should immediately inform the faculty or staff member in charge of the production, who will address their concern.

If the student still believes they've been treated unfairly, they should raise their concern with the department chair. A final request for review of the matter can be lodged with the dean of the school.

The Spiritual Foundation for Respect and Equal Treatment of Women and Men as to gender, race and ethnicity: Galatians 3:26-28 declares equality in Christ under the new covenant, irrespective of race, status, religion or gender.

Faculty and students involved in university film and television productions must treat all participants with respect and honor. Sexual misconduct, harassment and racism are unacceptable under any circumstances.

Sexual Harassment

Sexual harassment involves unwelcome advances from students, faculty or staff members, seeking sexual favors, or verbal or physical conduct of a sexual nature when:

- Submitting to such conduct is a condition of participation a film or television production.
- Submitting to or rejecting such conduct is used as a basis for a production or academic decision.
- Submitting to or rejecting such conduct creates an intimidating or hostile environment.

Examples of sexual harassment include, but are not limited to:

- Constant requests for dates, sexual propositions and unwelcome flirtations made in person or common communication forms.
- Verbal comments of a sexual nature about a person's body, looks, gender, dress or personal life.
- Jokes, comments, sounds or gestures of a sexual nature.

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- Discussing aloud the sexual conduct of one's self or others.
- Recurring, inappropriate physical contact: hugs, pinching, shoulder rubs, pats, or brushing up against someone else's body.

Sexual Misconduct

Sexual misconduct is conduct that is unprofessional and inappropriate for worksites and instructional situations.

Examples of Sexual Misconduct may include, but are not limited to:
Ignoring appropriate boundaries of the supervisor/subordinate or faculty/student relationship.

Telling jokes or stories of a sexual nature in production or post-production activities, even if those present do not openly protest.

Use of sexually oriented language or content not directly related to the production, even if those present do not openly protest.

Racism

Racism, in this case, refers to any conduct by a student that exhibits prejudice towards any person on the basis of their race or ethnicity.

Examples of Racism may include, but are not limited to:

Jokes of a racial nature in production or post-production activities, even if those present do not openly protest.

Use of language that could be interpreted as racist, such as racial slurs.

Making decisions for cast or crew based on a person's race or ethnicity.

Expressing personal judgments of a person based on their race or ethnicity.

Resolution of Complaints:

Informal Resolution

If a complaint is not of a serious or severe enough nature to require disciplinary action, a written description of the inappropriate language or conduct should be given to the faculty or university staff member in charge, and to the department chair. An appropriate resolution will be attained by:

Direct meeting between complainant, accused and a university mediator.

Modifying a production situation or responsibilities to eliminate the problem.

A meeting between a university official and the accused where the situation is discussed, the aforementioned policy is reviewed, and a statement is signed by the student agreeing to honor the code.

Formal Resolution

When a complaint of serious sexual harassment is filed, an official investigation will be conducted. If the accused is found guilty of the allegation(s), appropriate disciplinary action will be taken

A written and signed statement should be submitted to the dean of the school, as well as the department chair. The accused student, staff or faculty member will

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be provided with a copy of the official complaint, and will be given an opportunity to respond. The complainant, accused and other witnesses or production personnel will be interviewed as part of the investigation of the alleged incident.

Disciplinary action may include:

- Letter of reprimand and probationary period.
- Participation in sexual harassment sensitivity classes.
- A formal university hearing, potentially resulting in suspension, or termination of employment, as appropriate (complainant may be required to appear and testify at this hearing).

Confidentiality

The University will strive to keep the identity of the complainant and nature of accusation private. However, the identity of the complainant may become clear to others, or be necessarily disclosed as part of the resolution process.

Protection against Retaliation and False Accusation

Anyone engaging in retaliation against a complainant, or in false accusations, will be subject to swift disciplinary action that can include dismissal or termination of employment.

Production Code of Conduct

All members of the cast and crew are to behave in a courteous manner and in a manner that typifies a mature Christian witness. Production vehicles arriving on location in or near a residential neighborhood should enter the area at a time no earlier than that stipulated in the permit, and park one by one, turning off engines as soon as possible. The removal, moving, or towing of the public's vehicles is prohibited without the written permission of the police or owner of the vehicle.

Do not park production vehicles in, or block driveways without the express permission of the municipal jurisdiction or driveway owner. Make sure all catering, craft services, and construction, strike and personal trash is removed from the location. Any student should not wear articles of clothing which display vulgarities.

If any traffic needs to be controlled in order for shooting to commence, only hired police officers may do so. No student is to impede traffic in any way.

Cast and crew meals shall be confined to the area designated in the location agreement or permit. Individuals shall eat within the designated meal area, during scheduled crew breaks.

The company shall not interfere with the normal activities of the neighborhood, unless specified in the location agreement or permit.

When filming in a neighborhood or business district, proper notification is to be provided to each merchant or neighbor within a 200-foot radius of the actual location. The filming notice should include name of company, name of production, duration of activity and company contact.

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The cast and crew shall not bring personal animals or minors to the location.

Removal, trimming and/or cutting of vegetation or trees is prohibited unless approved by the permit authority or property owner.

All signs erected or removed for filming purposes will be removed or replaced upon completion of the day's filming, unless otherwise stipulated by the location agreement or permit

The company shall keep noise levels as low as possible.