



June 1st, 2018

Dear All Volunteers & Guardians,

We are very excited to announce Haunted Temple 2018! We are thrilled that once again this year we are allowed the privilege to raise money for such a wonderful historical building in Bay City. The Historic Masonic Temple of Bay City is currently operated by the Friends of the Historic Masonic Temple, who struggles with the financial maintenance of the building, totaling over \$25,000 annually. The Temple is an indispensable representative of Bay City's logging era and its captivating architecture. The Temple is a building that deserves preservation so future generations can experience living history. While a present committee works to find the resources to fully restore the Masonic Temple, it is our job to make sure it does not close forever!

On behalf of The Friends of the Historic Masonic Temple, we thank you so much for volunteering & look forward to sharing this haunted experience with you & your family! In the next few pages you will find the Code of Conduct for Volunteers & Staff Working with Children. These terms are presented to all Volunteers to create a safe & respectful environment for all involved. During this event, students will need to take direction given by the guest instructors and supervising adults. Please know that the Haunted Temple team has the student's safety & health in mind as they learn & participate.

The Haunted Temple Code of Conduct applies to participants of all ages & parents/guardians signing on behalf of a minor. It is very important that everyone take the time to read & understand every term described in the document before participating in the Haunted Temple (HT). Once reviewed & understood, please sign the Acceptance of Terms, indicating that you agree for yourself and/or on behalf of your child, giving them permission to participate in HT & related activities. You will need to hand in the signed portion as soon as possible and retain this copy of the Code for yourself. No person (child or adult) will be allowed to participate in the Haunted Temple without a signed Acceptance of Terms being on file with the volunteer coordinator.

Should you have any questions or concerns, please do not hesitate to contact Jarod Benjamin at any time. We would like to thank everyone in advance for your time & talents, which includes friends & families of HT Volunteers that go the extra mile to be an integral part of the show!

Sincerely,

Jarod Benjamin
Haunted Temple Director
989-225-1548
HauntedTempleBC@gmail.com



Haunted Temple's Code of Conduct

For Volunteers and Staff

A. Definitions

1. A minor is defined as anyone under age 18.
2. An Adult Volunteer is defined as a person aged 18 or older.
3. Physical abuse is a non-accidental injury that is intentionally inflicted upon a child. These need not be serious injuries.
4. Sexual abuse is any conduct of a sexual nature that occurs between a minor and an adult. This includes any activity that is meant to arouse or gratify the sexual desires of an adult. (i.e., anyone who is 18 years of age or older).
5. Verbal abuse is defined as any language whose intent is to demean, humiliate, threaten, or punish a child/youth, or fellow participant.

B. Applicable Parties

- The following Code of Conduct is intended to be a guideline for all HT Volunteers, Staff and those adults working with minors at any event such as HT.
- A signed acknowledgement of receipt must be received from all Volunteers and/or their parents/guardians before they can participate in the program.
- Programs often provide an opportunity for teaching/learning about the Arts in our community. This may, on occasion, include workshops, or earning high school/post-secondary service learning and/or volunteer hours.
- Volunteers and their parents/guardians (if applicable) shall retain a copy of this Code of Conduct, but will sign and return an Acceptance of Terms.
- Parents/Legal guardians are encouraged to participate in programs involving their children by:
 1. Volunteering to work in the program and/or
 2. Observing some or all rehearsals. - Events involving youth should have a minimum of two (2) adult Volunteers on site at all times.

C. Guidelines for HT Volunteers

1. Haunted Temple activities are to be run with the knowledge and written acceptance of terms by all Volunteers and their parents/legal guardians (if applicable).
2. HT Volunteers and Staff are to speak to all participants in a respectful manner and are prohibited from speaking in a way that is demeaning or abusive.
 - a. All are to refrain from inappropriate conversation, language and humor. This includes, but is not limited to, swearing, racial, sexual, sexist or ethnic comments/jokes or comments regarding physical body.
3. Transportation is not a provided service for Volunteers involved in HT.
 - a. It is expected that all volunteers have vacated the property within 30 minutes of event close.
 - b. It is the responsibility of the volunteer and/or parent/legal guardian to arrange transportation to and from rehearsals, workshops, presentations and events.
4. HT Volunteers and Staff will respect all property and associated event props, costumes, etc.
5. HT Volunteers and Staff are not to litter and will dispose of trash in appropriate receptacles.
6. Food & beverage (besides water) should not be brought onto the property. Food & drink will be provided nightly. Volunteers should speak with the Volunteer Coordinator for any exceptions. ***See below for addition***
7. Cell phones and mobile devices should be turned off during performances and instruction. Use should be kept to a minimum if absolutely necessary.
8. A single locker is provided to each volunteer to store and lock their belongings. It is the duty of the Volunteer to provide a lock. It is advised that any unneeded items, such as tablets, iPods, mp3 players, money, etc. should be left at home or locked in your assigned locker. Haunted Temple is NOT responsible for lost or stolen items.
9. HT Volunteers and Staff are prohibited from the use, possession, or being under the influence of alcohol or any illegal drugs while volunteering.



- a. No adult shall provide alcohol or illegal drugs to minors, nor shall any adult provide a minor with a legal substance for use in obtaining intoxicating effects.
10. HT Volunteers and Staff are not to engage in physical discipline or argument with any other persons.
11. Touching should be age and/or context appropriate and should be based upon the need of the presentation. At no time should any touch be of a sexual manner.
12. Types of inappropriate physical contact between (2) two or more Volunteers includes, but is not limited to:
 - a. Tickling, rough-housing, wrestling, piggyback rides, massage, back rubbing/scratching, kissing, holding hands, sharing of space including beds, sleeping bags, etc. or any form of unwanted physical affection.
13. HT Volunteers and Staff are never to be nude (or in any state of undress) – unless changing costume in the designated locker rooms.
 - a. Dressing rooms for minors shall be separate from those of adults.
 - b. Dressing room times may be designated by age if required
 - c. Dressing rooms shall be segregated by gender.
 - d. Two adult volunteers (of the same gender) should supervise dressing rooms for all minors.
 - e. If possible, and when feasible, Volunteers should dress in and out of costumes at home.
14. HT Volunteers and Staff are prohibited from possessing sexually oriented materials (magazines, cards, videos, film, books, clothing, music, CD's, DVD's, etc.) or accessing similar materials on the Internet or via mobile devices on the property.

D. Adult Volunteers with regard to Minors

1. HT Volunteers will release minors in their care only to parents, legal guardians or other persons designated in writing by parents/guardians, at the close of workshops, rehearsals, events and other associated activities. Please indicate special circumstances where a child should NOT be released to the care of a particular adult.
2. HMT Volunteers shall remain with minors at the end of any related event until a responsible adult, guardian, or parent retrieves the youth. Minors are not to be left unattended or unsupervised. It is strongly recommended that two (2) adults be present with minors at all times. In the event that a youth willfully puts himself/herself at risk, the supervising adults will be in contact with the parent/guardian of said youth.
3. HT Volunteers or Staff will not administer medication (including over-the-counter medications) without written permission from a parent/guardian.
4. Any persons with a known criminal history of abusing children (physically or sexually) shall not volunteer in any programs involving minors. Any such person shall not enter the property or interact with minor Volunteers of HT.
5. There will be no physical contact between an adult and minor when alone.
6. Physical contact with minors can be misconstrued by both minors and other adults. If a minor initiates physical contact (hug as example), then an appropriate, limited response is acceptable.

E. Reporting

1. All HT Volunteers and Staff should report violations of these standards to the HT Volunteer Coordinator or Adult Staff who in turn will access the situation and act accordingly.
2. If appropriate the President of the Friends of the Historic Masonic Temple Board of Directors will be contacted of the incident who will report back to the Executive Committee of the Board and take action.
3. All HT Volunteers and Staff who are mandated reporters under Michigan law must report to the Family Independence Agency (FIA) and/or State Police any situation in which they have reasonable cause to believe or suspect that a minor is being neglected, physically or sexually abused. Violation of any of these standards may result in:
 - a. Prohibiting an offending volunteer from volunteering in or HT programs or events which are sponsored by said organizations.
 - b. Closing down an offending program/event, or replacing the people who lead a program/event.



Final Notes:

Appropriate behavior and respect of all Volunteers and property is a very serious condition of participation. We have a ZERO tolerance policy for rude and disrespectful behavior. It is very important to have a safe environment for all of our Volunteers. If any violation occurs, you could be asked to leave for the night or possibly for the remainder of the event.

*In the event of a minor being dismissed, a parent or guardian will be contacted and is expected to pick their child up immediately.

Personal hygiene is also very important. We ask that you please shower and wear deodorant. We also suggest bringing deodorant to keep with you because it does sometimes get very hot within the building.

There is also a no smoking policy inside or outside the building. Once you arrive for the night you must wait until the end of the night to smoke.

There will also be no switching of roles unless you have been given permission to do so from one of the supervisors.

Any outside food or beverage brought into the building must be properly disposed of before the end of the night. They shall stay out of sight of the tours and not placed upon furniture. All beverages must be in a sealed container.

Once inside your assigned room (or the building in general) you are asked not to leave unless prior approval from a supervisor is obtained.

Fog machines are used throughout the building as well as strobe lights and latex paint. If for any reason that these will be an issue for you, please inform us and we will do our best to accommodate.

Volunteer hours will be kept track of by the volunteer coordinator. To receive volunteer hours for the day, you must sign in when you first enter the building. Volunteer hours will be tallied up and volunteer slips will be signed at the wrap party, post Haunted Temple.

Please like and follow the Haunted Temple Volunteer page at www.facebook.com/HMTVolunteers for any changes/information.

Rules are subject to change at Director's discretion at any given time

<https://www.facebook.com/HMTVolunteers/>



PLEASE SIGN & RETURN ONLY THIS PAGE. THANK YOU

I, _____ (Volunteer Printed Name)

& _____ Legal Guardian – If Applicable)

Have read, understand and agree to the Code of Conduct & Guidelines stated for the 2018 Haunted Temple.

*Volunteers need to be at least 12 years old. For those under the age of 12 we ask that a parent/guardian volunteer with them.

Contact Information

Volunteer Phone _____ Guardian Phone _____

Address _____

Volunteer E-mail _____

Guardian E-mail _____

Volunteer birth date _____ Age _____

T-Shirt Size _____ School of Choice _____

Allergies (including food) _____

Medications/Health Concerns _____

Other Applicable Notes _____

Emergency Contact Information

Name _____ Relationship _____

Phone _____

Volunteer Signature _____ **Date** _____

Guardian Signature _____ **Date** _____

- Please complete the next page with your availability for participation



COMMITMENT TO PARTICIPATE

What activities are you interested in Volunteering for? Check all that apply.

- “Goblin” – in the show
- Set up & Tear Down
- Door Keeper (21+)
- Snack Fairy (18+)
- Tour monitor (18+)
- Ticket Sales (21+)
- Floor/room supervisor (21+)

The dates for set up are tentative at this time. Please check the Haunted Temple Volunteer Page on Facebook regularly for updates.

Tear down shall be the Sunday following the last performance night. More dates will be made if needed.

Please check the dates below to indicate your availability and commitment. All nights have a report time of 4:00 pm and tours run until 11:00 pm. Volunteers can be picked up between 11 pm and 11:30 pm (Depending on when the night ends).

*Feel free to check all the nights! (Most do) * *We require a minimum of 4 Show Nights plus costume fittings, and rehearsals*

- Costume Fitting/Roles Rehearsal (Mandatory)– Sunday, August 19 at 2pm
- Rehearsal Day (Mandatory)– Sunday, September 16 at 2pm
- Dress Rehearsal (Mandatory) – Sunday, September 30 at 2pm

Show nights (cast call: 4 pm)

- Friday, October 5
- Friday, October 12
- Friday, October 19
- Friday, October 26
- Saturday, October 6
- Saturday, October 13
- Saturday, October 20
- Saturday, October 27

We ask that you be available for at least 4 performance nights