



In signing this document, I acknowledge that **I accept the responsibility for the broadcasts on air originating during my shift** and during my tenure at KCSU-FM. I have **read the station's DJ handbook**; and am therefore aware of the **station's policy concerning slander and defamation** as well as the Federal Communications Commissions (FCC) rules and regulations including indecency, payola, station operations logs, and the Emergency Alert System (EAS).

I am aware of my **programming responsibilities** to the station, the university and the community; and I promise that I **will comply with current acceptable broadcast standards** at all times and will follow all KCSU and Campus Media Policies.

I understand that, if I **violate any of KCSU's station policies and/or broadcast regulations**, I will face disciplinary actions as outlined in the KCSU Program Director, Station Manager, and Broadcast Advisor.

HAVE YOU:

- Created an **"About Me"** for your online DJ Profile? (Submit one to web@kcsufm.com)
- Made a **Spinitron Account**? (See training@kcsufm.com to set up your account)
- REOCCURRING DJ'S: Done an **Aircheck** (see programming@kcsufm.com for one, it was sent in an email)
- Have you filled out the **KCSU Contact List Form** (see programming@kcsufm.com or go to [this link](#) to do it)
- Become a member of the **KCSU DJ's and Volunteers Facebook page**? (Add Tati Medina on Facebook to be added)
- Been granted access to **RMSMC after hours** (see programming@kcsufm.com to get your ID to become your key)
- Filled out a new **RMSMC employee form** (yes, even if you're just a DJ! If not, email Diane.Thomas@colostate.edu)

Due January 22nd, 2018

You must have ALL 6 ITEMS to have your show accepted by the Programming Director.

See Programming for questions.

Mentee Information:

- I have read the Mentee Agreement form on the Staff Resources page on kcsufm.com and have decided to **Opt-In**. If so, what department(s) would you like to be put in on preference

(NOTE: This does not guarantee you that spot as you may be placed where help is needed.):

- | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Podcasting | <input type="checkbox"/> Programming | <input type="checkbox"/> News |
| <input type="checkbox"/> Video | <input type="checkbox"/> Production | <input type="checkbox"/> Engineering |
| <input type="checkbox"/> Sports | <input type="checkbox"/> Station | <input type="checkbox"/> Web |
| <input type="checkbox"/> Music | <input type="checkbox"/> Video | <input type="checkbox"/> Local |
| <input type="checkbox"/> Training | <input type="checkbox"/> Promotions | |

- I have read the Mentee Agreement form on the Staff Resources page on kcsufm.com and have decided to **Opt-Out**

Paid DJ Agreement

- I have read the [Paid DJ Agreement](#) on the Staff Resources page on kcsufm.com and I understand what is expected of me to be paid. I will fill out and complete this document and return it programming@kcsufm.com. (See station@kcsufm.com for details and questions)

Name: _____

Signature: _____

Date: _____

KCSU IS A STUDENT-RUN STATION. IN ORDER TO WORK OR VOLUNTEER AT KCSU, YOU MUST BE AN ADMITTED FULL-TIME DEGREE SEEKING, STUDENT IN GOOD STANDING AT COLORADO STATE UNIVERSITY. YOU MUST ALSO BE ENROLLED IN A MINIMUM OF NINE (9) CREDIT HOURS DURING THE FALL AND SPRING SEMESTERS (6 CREDIT HOURS FOR GRADUATE STUDENTS). KCSU IS AN EQUAL OPPORTUNITY EMPLOYER.

Rotation Hours Application for Fall 2018: 7:00 AM - 3:00 PM Sunday - Saturday

Responsibilities

Rotation DJ's are expected to do the following:

- Play heavy, medium, and light rotation as well as local music (local music must have 2 songs a show). Abide by the $\frac{3}{4}$ rotation and local music $\frac{1}{4}$ your music.
- Update Spintron and answer texts and calls on and off air.
- Play scheduled underwriting, PSAs, and promos.
- All breaks 30 seconds – 3:30 minutes.
- Have a break every set which is every 3-4 song.
- Must have delay on always and know how to operate it. This is the dump button, if you do not know how to use it, please message training@kcsufm.com immediately.

Requirements

Rotation DJs must complete:

- 2 CD review per month
 - You will receive two absences each month if you fail to complete two CD reviews.
 - Attend mandatory DJ meetings.
- Attend two (MINIMUM) airchecks per semester
- **This is a requirement** to have a show the following semester.

Personal Music Guidelines

- Must be screened for profanity and or content that breaks KCSU guidelines.
- All music must have a minimum bitrate of 128kbps.
- Be aware of copyright (you can only play 2 songs from the same artist per show).
- Be attentive of plugola and payola.
- Only 1/4 (or 10-12 minutes) of personal music may be played per hour (Zetta included).

Attendance policy

- Absences must be posted on the Facebook absentee page, **with 24hrs** notice and email progamming@kcsufm.com
- 3 absences max.
- On your 4th missed show, your time slot will be taken from you.
- **To remove an absence, you may:** Sub in for a 2-hour time slot, compose a

Due January 22nd, 2018

CD review, publish a concert review, review 2 extra CD's for rotation, publish a sports article for the website (500-600-word minimum response), produce a CSU men's volleyball game or attend a KCSU promotional event (signing up to help us table in the plaza, helping produce the football pregame show, etc.)

DJs must monitor their e-mails to be aware of station updates.

DJs must adhere to all KCSU and FCC rules- violations merit disciplinary action determined by Program Director, Station Manager, and the disciplinary action stated in the KCSU Handbook.

Let the program director know of any FCC violation mistakes immediately. See the KCSU content policy for case-by-case disciplinary responses.

Turn application into the 'completed application' folder located next to the master calendar by January 22nd, 2019. If you turn in your application beforehand, we run on a first come first serve basis, and you'll make the programming directors job a lot easier.

By signing this document, you have read and agree to follow the policies stated above.

Print name: _____

Sign name: _____ (Date: _____)

If you do not sign this agreement, you cannot be a DJ at KCSU.

Rotation shows are Sunday through Saturday from 7am to 3pm in two-hour segments.

Any full-time (12 credit) degree-seeking student at CSU can apply to have a primetime show that has either passed the FCC test in the last 6 months or has hosted a show at KCSU in the past year.

Please note that having a show the previous semester DOES NOT guarantee you a time slot for the next semester. PLEASE WRITE LEGIBLY OR TYPE THIS SECTION OUT - YOU WILL NOT HAVE YOUR SHOW IF I CAN'T READ IT.

Name: _____

DJ Name: _____

Show Name: _____

Show Description: _____

Email Address: _____

Describe your show: _____

Due January 22nd, 2018

Student ID: _____

Emergency Contact Name and Number: _____

Phone Number: _____

Major: _____

Graduating Year: _____ Spring Fall

Semesters having had a show at KCSU: _____

How will you make your primetime show unique? For example: break segments, additional research, general themes, etc.

How do you log CDs from rotation into Spinitron? This process is different from logging personal music.

Due January 22nd, 2018

Turn into completed application folder by the master calendar

Would you like to do band interviews? Yes No

INSTRUCTIONS:

Please fill out the following availability chart.

Put a “P” in a minimum of 3-time slots where you prefer to have your show next semester.

Put an “X” through the slots during which you are unavailable. Fill out by hand.

Due January 22nd, 2018

Start Time	End Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
1:00 AM	3:00 AM						
3:00 AM	5:00 AM						
5:00 AM	7:00 AM						
7:00 AM	9:00 AM						
9:00 AM	11:00 AM						
11:00 AM	1:00 PM						
1:00 PM	3:00 PM						
3:00 PM	5:00 PM						
5:00 PM	7:00 PM						
7:00 PM	9:00 PM						
9:00 PM	11:00 PM						