



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:

- An “**About Me**” for your online DJ Profile? (Submit one to web@kcsufm.com)
- Made a **Spintron Account**? (See training@kcsufm.com to set up your account)
- Become a member for the **KCSU DJ's and Volunteers Facebook page**? (Add Tati Medina on Facebook to be added. Don't have one? Email programming@kcsufm.com.)
- Have you been added to the sports meetings email list? (Email sports@kcsufm.com to get yourself added.)
- Been Granted access to **RSMC after hours** (Email programming@kcsufm.com to get your ID to become your key.)
- Have you filled out the **KCSU Contact List Form** (see programming@kcsufm.com or go to [this link](#) to do it.)
- Filled out a new **RSMC employee form** (yes, even if you're just a Sportscaster! If not, email Diane.Thomas@colostate.edu)

You must have ALL 7 ITEMS to have your show accepted by Programming. 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.):

Podcasting

Programming

News

Video

Production

Engineering

Sports

Station

Web

Music

Video

Local

Training

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 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.

Sports Application Sports Spring 2019 Weekdays 7:00 PM to 9:00 PM

Responsibilities:

Sports DJs are expected to do the following:

- Update Spintron, answer texts and calls.
- Create a Promo and legal ID for your Sports show within two weeks of the start date of your show.
- Keep talking to a max of 10 minutes, **NO EXCEPTIONS.**
- Come in for sports biweekly meetings (have director sign off on update.)
- Attend mandatory KCSU meetings.
- Play all underwriting/ PSA/ and other logs.
- Do the legal ID: every 10 min and at the top of the hour.
- Do a Sports Article once a month
- Do a reset every 10 min: After or before breaks say your show and restate your topic at hand.
- Attend **TWO** airchecks per semester to have a show the following semester.
- Must keep delay on and know how to operate it
- Make sure the Sports Directors know when your time slot is.

Things to be aware of:

- All opinions stated on air are legally the opinions of student media. We can get sued for slander if negative opinions are unsupported claims.
- Legally, disclaimers do not negate your opinion.
- You are expected to spend time before you go on air planning your shows.

Attendance policy

- Post absences on the Facebook absentee page, or tell the programming director, with **24-HRS NOTICE.**
- 3 absences

- If you miss a 4th show, you will no longer have that time slot.
- If you would like to remove an absence, you may sub in for a 2-hour time slot, 2 CD reviews, or produce/call a CSU men's baseball game
- You can also substitute a show or do 2 extra CD reviews, write an article or produce a game to have an absence credit before the day you will be gone.

- Sportscasters must monitor their e-mails to be aware of station updates. KCSU related emails must be answered within 12 hours.
- Sportscasters 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 programming director know of any FCC violation mistakes. See the KCSU content policy for case-by-case disciplinary responses.
- **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 Sports or News or Talk DJ at KCSU.

**Turn into completed application folder by the master calendar Due January 22nd, 2019
(but the Summer can be given for special cases)**

- Sports shows may occur through specialty hours but given a Special Hours from 7-9 PM on Weekdays.
- Any full-time degree-seeking student at CSU, with one semester (over 12 weeks minimum) of KCSU experience, can apply to have a sports show.
- A Sports show that has either passed the KCSU test in the last 6 months or has had a show at KCSU in the past year.
- Please note that having a show the previous semester **DOES NOT** guarantee you the same 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: _____

Email Address: _____

Phone Number: _____

Student ID: _____

Major: _____

Graduating Year: _____ Spring Fall

Semesters having had a show at KCSU: _____

Show Name: _____

Show Genre or Concentration: _____

Briefly describe your show:

Co-Hosts must see go through KCSU Training

Co-Hosts must be able to run the board in case there is an emergency

Co-host 1:

Name: _____

Email: _____

Phone Number: _____

Co-host 2:

Name: _____

Email: _____

Phone Number: _____

Co-host 3:

Name: _____

Email: _____

Phone Number: _____

Turn into completed application folder by the master calendar

How are you going to draw-in listeners who are more familiar with our music programming?

How are you going to stay up to date on sports news and updates?

What types of segments are you going to incorporate into your programming?

How will you stay on task if you and your co-hosts lose track of your topic at hand?

Due January 22nd, 2019

Turn into completed application folder by the master calendar Due January 22nd, 2019

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.

Print out and Turn into completed application folder by the master calendar

