

# CTIP Volunteerism Policy

## I. Purpose

CTIP relies exclusively on volunteers to fulfill its mission of providing accessible, community-based theater programming. This policy outlines the expectations, responsibilities, and limitations of volunteer roles to ensure safe, ethical, and effective operations.

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## II. Scope

This policy applies to:

- All individuals volunteering with CTIP in any capacity, including artistic, technical, administrative, and event support roles
  - All CTIP-sponsored activities, including rehearsals, performances, workshops, fundraisers, and community events
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## III. Volunteer Status

- Volunteers are **not employees** of CTIP and are **not entitled to wages, benefits, or travel stipends** unless explicitly approved by the CTIP Board.
  - Volunteers may be eligible for **expense reimbursement** under CTIP's Expense Compensation Policy, subject to approval and documentation.
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## IV. Rules of Engagement

### A. Code of Conduct

Volunteers must:

- Treat all participants, staff, and fellow volunteers with respect and professionalism
- Maintain appropriate boundaries, especially when working with children
- Follow all CTIP safety, abuse prevention, and confidentiality policies
- Refrain from using CTIP resources for personal gain

### B. Scope of Work

Volunteers may engage in:

- Artistic roles (acting, directing, choreography, music)
- Technical roles (lighting, sound, set construction)
- Administrative support (marketing, ticketing, fundraising)
- Event support (setup, hospitality, ushering)

Volunteers may **not**:

- Make financial commitments or purchases on behalf of CTIP without prior approval
  - Claim ownership of CTIP property or assets
  - Represent CTIP in legal, contractual, or media matters unless authorized
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## V. Boundaries and Limitations

### A. Travel

- CTIP does **not provide travel reimbursement** as a standard offering.
- Travel may be reimbursed **only** if:
  - The volunteer resides **outside a 30-mile radius**
  - The CTIP Board approves a **reasonable exception** (e.g., looped travel route)

### B. Property and Equipment

- Volunteers may use CTIP-owned equipment and materials for approved activities.
  - CTIP will **not reimburse purchases** of property that is not **solely owned by CTIP**.
    - Example: A smoke machine purchased and retained by a volunteer post-production is **not eligible** for reimbursement.
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## VI. Confidentiality and Safety

- Volunteers must maintain confidentiality regarding participant information, especially for minors.
  - Volunteers must report any safety concerns, misconduct, or suspected abuse to CTIP leadership immediately.
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## VII. Termination and Disqualification

CTIP reserves the right to:

- Terminate a volunteer's engagement at any time for misconduct, policy violations, or safety concerns

- Disqualify individuals from future volunteer opportunities based on prior behavior
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## **VIII. Acknowledgment**

All volunteers must sign a **Volunteer Agreement** acknowledging:

- Receipt and understanding of this policy
  - Commitment to CTIP's mission, values, and standards
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## **IX. Review and Updates**

This policy will be reviewed annually by the CTIP Board and updated as needed to reflect organizational growth, legal requirements, and best practices.