

DMMC Volunteer Information Manual

Thank you for volunteering to contribute to the work and mission of the Greater Des Moines Music Coalition! *Please read this document before your volunteer shift.*

ABOUT

The Greater Des Moines Music Coalition (DMMC) is a 501(c)(3) non-profit organization and collaborative movement committed to building a stronger and more diverse music community in greater Des Moines. Our mission is to aggressively advocate, sponsor, and develop an independent, progressive live music community in greater Des Moines for the purpose of urban revitalization, regional economic development, and the retention of our region's youth and future.

The DMMC consists of a volunteer board of directors, volunteer committees to organize and promote events and the Des Moines music community, and over 400 volunteers who contribute throughout the year to execute DMMC programs. A small staff serves these volunteers in administrative, development, and program management capacities.

WHY VOLUNTEER?

Your contribution is very important to the work of the DMMC, an organization that relies on volunteers to organize events such as 80/35 music festival, Gross Domestic Product, Little Big Fest, and Music University. These events and the other efforts of the DMMC foster the economic, social, and cultural sustainability of the Greater Des Moines community.

Community is our goal. Music is our tool.

Visit <http://www.desmoinesmc.com/support/volunteer/> to hear from some of our volunteers about why they contribute to the work of the DMMC.

EXPECTATIONS

The following is expected of all DMMC volunteers:

- Show up precisely at the time and place of your volunteer shift. If you will be late, contact your volunteer coordinator.
- Be positive! You are representing a community organization that collaborates regularly with many people from many different backgrounds and interests. Be positive, welcoming, and open-minded. Music is a universal language, and everyone loves it, so everyone is a friend to the DMMC.
- If you accept a responsibility as a volunteer, you are expected to take on that responsibility. Any time you do not do what you have agreed to, the success of the greater project is put at risk. Only agree to a commitment if you know you will be able to uphold it. If your ability to do so is compromised, please contact your volunteer coordinator.
- Attire: Be yourself! Wear what you like, but please consider at least a moderate level of hygiene. If you are volunteering at an event, look up the event sponsors and avoid displaying logos of our sponsors' competitors.

EMERGENCIES

In the case of an emergency, please keep in mind the following:

- If you are volunteering at an event with a support staff, quickly find an event staff person and make them aware of the emergency.
- Once event staff has been notified, call the DMMC at 515.657.7620 to notify DMMC staff.
- You do not officially represent the DMMC in emergency situations, so please refrain from speaking to press on behalf of the DMMC.

CONTACT INFORMATION AND WAIVER

Please fill out the following and email to info@desmoinesmc.com or give a printed copy to your volunteer coordinator.

NAME:

PHONE #:

EMAIL:

BIRTHDATE:

EDUCATION:

INTERESTS:

EMERGENCY CONTACT NAME & PHONE #:

ARE YOU INTERESTED IN GETTING INVOLVED WITH OTHER DMMC VOLUNTEER OPPORTUNITIES? Y / N

BY SIGNING THIS FORM, I AGREE TO BE RECOGNIZED BY NAME AND IN PHOTOS AND VIDEOS PRODUCED AND DISTRIBUTED BY THE GREATER DES MOINES MUSIC COALITION, AND TO ASSUME ALL RESPONSIBILITY FOR ANY INJURIES SUSTAINED DURING AND/OR AS A RESULT OF VOLUNTEERING FOR THE DMMC:

SIGNATURE:

DATE: