



Volunteer Registration Instructions

UT Department of Theatre • 206 McClung Tower • Knoxville, TN 37996

Volunteer Registration Form: [\\marian.cbt.utk.edu\common files\resources\forms](http://marian.cbt.utk.edu/common_files/resources/forms)

House Management will maintain a signup sheet for all ushers to include:

Production Stage Management will keep a list of all crew to include:

1. Name
2. Date of Event
3. Event Name
4. Class Status

Class status should be used when a student is receiving credit for ushering and should indicate the class number they are receiving the credit in (e.g. THEA 100). Students not receiving credit and all other ushers should leave this blank.

REGISTERING VOLUNTEERS

Any person NOT receiving pay OR credit for participation for the duties they are performing is considered to be a Volunteer regardless of their affiliation with the University. For example, an employee not receiving pay for ushering would be considered a Volunteer. Conversely, a student who is receiving class credit for ushering is NOT a Volunteer (e.g. THEA 100 students working for credit).

All Volunteers must complete a Volunteer Registration Form EVERY time they perform a job. One form could cover an entire show for a spot op or actor, but multiple forms would be required for an Usher working more than one night as the job—and thus the form—only covers the one evening.

WHAT REGISTRATION DOES AND DOES NOT DO

Registration ensures that a Volunteer is covered by the University for any liability claims arising from their service as a Volunteer.

Registration ensures that the State and NOT the department will be responsible for liability claims.

Registration DOES NOT provide ANY Worker's Compensation benefits.

Current employees should be aware that the University's Worker's Compensation DOES NOT cover them while they are serving the University in a capacity outside their normal job duties.

RECORDS MAINTENANCE & IRIS

The Box Office will be responsible for maintaining Volunteers registrations within the University's IRIS system. All completed Volunteer Registration Forms should be submitted to the Box Office within 24 hours and will be entered into IRIS via the "Record a Friend" transaction within 3 business days. Following registration, the personnel number for the Volunteer should be noted on the registration form and the form filed in our permanent records.

Current employees and those previously registered will not be able to be registered again as they already have a personnel number. For these persons, the personnel number will be entered on the form and the form filed. As noted earlier, anyone receiving class credit or pay for their work is not a Volunteer and need not be entered.

A record of each Volunteer's service with us must maintained as proof of status should a claim arise; thus, the usher signup and crew lists must also be maintained in the same permanent files as the Volunteer Registration Forms. Files should be organized chronologically by production with all rentals and other events filed together by year. Volunteer Registration forms are to be filed alphabetically within each file.

Persons serving as Volunteers in the shops under a Covered Programs for Minors production also need to have a background check and review the Programs for Minors presentation prior to being associated with said production.