

Olde School Renaissance Productions, Inc.

Policy #: POL-009	Policy Name: Gatelist Policy	
Version #: 1.0	Effective Date: September 11, 2011	Issue Date: November 17, 2011

Purpose:	The purpose of the Gatelist Policy is to set a clear procedure on how volunteer attendance is attained at a given event.												
Scope:	This policy applies to all Volunteers and Guests.												
Exhibits:	None												
Terms and Definitions:	The following terms, definitions and acronyms are used in this document: <table style="width: 100%; border: none;"> <tr> <td style="width: 20%; padding-right: 10px;">Cut-off Date</td> <td>Last date to register attendance for an Event.</td> </tr> <tr> <td>Event</td> <td>A Renaissance Faire or similar occasion.</td> </tr> <tr> <td>Faire</td> <td>A Renaissance Faire or Scottish Games.</td> </tr> <tr> <td>Faire Board</td> <td>Governing body of a specific Event.</td> </tr> <tr> <td>Gatelist</td> <td>A list of the Volunteers who have signed up to attend a specific Event.</td> </tr> <tr> <td>Guest</td> <td>Prospective Volunteer or other visitor</td> </tr> </table>	Cut-off Date	Last date to register attendance for an Event.	Event	A Renaissance Faire or similar occasion.	Faire	A Renaissance Faire or Scottish Games.	Faire Board	Governing body of a specific Event.	Gatelist	A list of the Volunteers who have signed up to attend a specific Event.	Guest	Prospective Volunteer or other visitor
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1. Policy:	It is the Volunteers responsibility to inform their Guildmaster, in a timely manner, the Volunteers' and their guests' (if applicable) intent to attend a specific Event. Notification must be given by electronic mail.												
1.1 Procedures	<ul style="list-style-type: none"> • As a Faire is approaching (usually 1 month or so in advance) an electronic mail is sent to all of our Volunteers requesting information on their intent regarding their attendance for an upcoming event. • The request is sent out again a week or two later. • Finally one last notice is sent before the Cut-off Date. • The Gatelist is submitted to the Faire Board. • Once the Cut-off Date has past, a Volunteer may, depending upon the faire (not all of them offer this option), be added at check in for a monetary fee, payable by the Volunteer. • Volunteer must check in during regular check-in hours and will be courteous and follow directions from the Faire Board and their designees at all times. (Any negative reports from the Faire Board will be considered during the following years OSRP Volunteer re-enrollment). • If a Volunteer checks in late or if the Faire Board does not offer the option to pay as a late add on the Gatelist, the Volunteer must pay the normal entrance fee at the gate. • If a Volunteer knows in advance he or she will be late to an Event, they should contact their Guildmaster and the Guildmaster will attempt to make arrangements with the Faire Board. 												
1.2 Periodic Reviews	To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects: <ol style="list-style-type: none"> a. Whether the Gatelist Policy is reasonable. b. Whether the Gatelist Policy is ethical and does not in any way conflict with any laws or statutes. 												