

Whatever your **vision** or **VOIC**

Community **Acc**

Whatever yo

Comm



Member **Handb**

Memb

The Rules (*at a glance*)

You must be a member to use the equipment. You must be certified on the piece of equipment you wish to use before you can check it out.

You must submit a program plan for each program you are working on.

SPNN equipment may not be used for commercial or personal purposes.

If you use any SPNN equipment, such as cameras, dub rack, microphones, and the like, a program must be submitted for broadcast on an SPNN channel.

The 250 and 300 may be reserved 2 times per month and the 170 cameras may be reserved only once per month, for up to four days.

Edit rooms, studios, and dub racks may be reserved for a total of eight hours per week. You may book them all at once, or break it up over the week.

If you wish to cancel or change your reservation of a camera, edit room, dub rack or studio, please call the Access desk. Failure to do so will result in loss of reservation and suspension and/or termination of membership if repeated.

If you are going to be late to edit, please call the Access desk. If you are more than 30 minutes late without calling, the reservation will be void. Your membership may be suspended and/or termination for repeatedly being late.

Minors (under age 18) must bring in a parent or guardian to sign the Statement of Compliance at each checkout.

When checking out or returning a camera, you must record a test tape. This assures both SPNN and the member that equipment is functioning well.

You are fully responsible for the equipment while it is in your care. You may not allow a non-member to operate the equipment.

Breaking these rules may result in the suspension or termination of your membership.

Make great programs for our community!

Please read the rest of this booklet for details regarding these rules.

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Introduction

The St. Paul Neighborhood Network (SPNN) is a non-commercial cable television station that was created by the city of St. Paul to meet two basic needs. First, we provide alternative television programming to St. Paul cable subscribers. Second, we provide access to the equipment and facilities needed for local residents to produce their own programs. This service is known as *local access*. The purpose of this guide is to give you an understanding of how SPNN operates.

Access Hours

Monday	12:00 pm – 10:00 pm
Tuesday	12:00 pm – 10:00 pm
Wednesday	6:00 pm – 10:00 pm
Thursday	12:00 pm – 10:00 pm
Friday	12:00 pm – 10:00 pm
Saturday	9:30 am – 5:30 pm
Sunday	12:00pm – 5:30 pm

Location

SPNN’s Access center, studios, and offices are located in the AgriBank Bldg. in downtown St. Paul. The address is 375 Jackson St., St. Paul, MN 55101.

We are wheelchair accessible, with an exterior ramp that leads to the first floor. There are handicapped parking spaces available, and a guest or visitor parking lot controlled by the building security guard. For specific directions, please call the Access desk at (651) 298-8908.

Parking

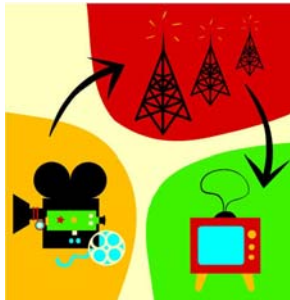
Two-hr. parking is available in the controlled parking lot off of Jackson. There is metered parking on the street. Street meters are free after 4:30pm. There are many parking lots nearby, and 375 Jackson can be reached through the skyway system.

Useful Telephone Numbers

Access Desk	(651) 298-8908
Training Coordinator	(651) 298-8914
Access Manager/Programming	(651) 298-8904
Volunteer Coordinator	(651) 298-8909
Youth Programs Director	(651) 298-8903
Community Productions Manager	(651) 298-8913
Executive Director	(651) 298-8900

Getting Started

No experience necessary! SPNN will train you to use the equipment and facilities. For many people, especially those who have had little or no television experience, the whole idea of getting involved in local access can seem intimidating. The only pre-requisites you need are enthusiasm, ambition, and time. There are three elements to becoming a user at SPNN, and they are **Membership, Training and Certification** and **Program Plan**.



Membership

In order for an individual, group, or organization to broadcast a program on one of our channels or use SPNN's equipment and facilities an active membership must be obtained. We have several membership packages available. We have the **Guest Membership**, which is provided free to those taking the intro class and the crew class. Guest members can volunteer to work on shows but not check out equipment or use facilities by themselves. For individuals we have the **St. Paul Resident** (\$35), **Minnesota Resident**

(\$60.00), **Non MN Resident** (\$110), **Senior/Student Membership** (\$25), and **Limited Income**(\$20).

To qualify for the Student, you need a Student I.D. or proof of age. Senior membership is for individuals 65 and older. You must show proof of ages. For a Limited Income qualification you need to submit your EBT card, MN healthcare Programs card or Section 8 document. All members must have a valid ID card.

SPNN has a group membership available. There is an **Organizational Membership** for \$110.00, which covers five people in your group. Additional members are \$15.00.

Other benefits of membership include:

receiving the SPNN Newsletter.

receiving discounts on videotape.

Each membership is good for one year and may be renewed upon expiration. There are no partial-year individual memberships available. Each member is issued a user number, which you use to reserve equipment and to turn in programs.

Membership forms may be filled out in person at the Access desk or administration office. You may become a member on-line at www.spnn.org, as well. If you wish to receive a membership form by mail, please call our main office at **(651) 298-8906**.

Program Plan

Before you begin reserving equipment, you must submit a Program Plan. This is a simple form, which describes the project you are working on, as well as the anticipated finish date. All active members are required to have a current plan on file. If you are working on more than one project, a Program Plan must be submitted for each. If you are working on a series, only one Program Plan need be submitted for the overall series, and not for each episode.

There are two purposes for the Program Plan. First, it assures SPNN that you are using the equipment for appropriate purposes. Secondly, it is a way to monitor, or track, the development of your project. While SPNN does not set deadlines, we do expect members to complete their projects in a timely manner. If a member has not completed their project within a year, Access privileges may be suspended or denied.

We will allow newly certified members to use the equipment without a Program Plan for a limited grace period. These are considered practice sessions, and are limited to no more than two. As always, an active membership is required, even during the grace period.

Obtaining Certification

The second component to getting started at SPNN is certification. Certification is the process in which you become qualified to use SPNN's equipment and facilities. Keep in mind that an active membership must be maintained while using any of the equipment, including accessories. Before you begin training, you must go through the SPNN Orientation class. This is a free class, offered at the beginning of each month.

The most common method to achieve certification is to go through our training program. Classes are offered, at a nominal fee, for every camera, edit suite and studio available. You will be considered "certified" after you successfully complete a class. Once you are certified, you may use that piece of equipment or edit in that suite.

A second method to become certified is to test-out of a particular training class. A test-out is a practical examination. We offer test-outs for basic and advanced editing, and camera. We may allow you to test-out of other classes at the discretion of the Access Manager. The cost of a test-out is always the tuition of the regular class. To arrange for a test-out or to sign up for a training class, please call our Training Coordinator at (651) 298-8914, or sign up at the Access desk. You must request a test out one week prior to the actual test out.

Another way certification can result is through participation in our **Youth Education Program**. This is a separate entity from access and is designed for school or educational groups. Certifications could be transferred to, and then honored by the Access department. For more information on this program call **298-8903**.

Training Program

Training classes in camera operation and editing are offered to all members. The courses are beginner, intermediate or advanced. Some classes have pre-requisites. Monthly schedules and class lists may be requested from Access Staff.

Members may register in person or over the telephone. Class fees must be paid by the first session. Classes may be canceled due to insufficient enrollment or inclement weather. Students will be notified of the cancellation and rescheduling of a class.

Appropriate Use of Equipment

It is important that you, as an SPNN member, understand the policy regarding appropriate use of equipment and facilities. First, SPNN equipment may not be used for personal or commercial purposes. Second, your video must be broadcast on one of SPNN's channels.

The purpose of the local access is to make equipment and air time available to people who would not otherwise have a voice or a means to get their message out and voice heard. This is the heart and soul of what we are about. To use our equipment and facilities inappropriately is not only dishonest, it is also grounds for suspension or termination of your membership. A good rule of thumb is to always discuss your project with the Access staff and then submit a Program Plan before you begin production.

Underwriting Policy

SPNN cannot cablecast programs with commercial advertising or any solicitation of funds (commercial or non-commercial). However, producers may have a business, individual or organization provide financial assistance or in-kind support to help make the production happen. Such funds may be used for things as material, equipment, location fees and artist's fees. Underwriters as well as producers must agree to preserve the integrity of public access as a noncommercial medium.

Producers must state in an underwriting credit what type of service was provided by whom. For example: *Pizza for the crew was supplied by Pizza Makers.*

Presentation language in underwriting credits must be neutral and free of any words that connote a market-driven call to action ["shop here"], qualitative claims ["the best pizza"], direct comparisons ["Where's the beef?"], price or value ["affordable"], inducements [buy now and save"], or endorsements ["recommended by 4 out of 5 doctors"].

The underwriting credit may not exceed 15 seconds in length. It must be edited onto the same tape as the program. It may appear once before the program starts and once after the program ends, but may not appear within the body of the program. For live programs, credits may be rolled-in before and after the program, per arrangement with the SPNN Access Department.

A maximum of six underwriters are allowed per show. In no case may any one underwriter's credit exceed 15 seconds, or be shown more than twice per show. When a program contains underwriting credits, they must be included in the total program length. Total credits for all contributions are limited to 60

seconds.

No business, individual or organization may appear in a program which they have underwritten.

Credits may include a name, address, and phone number. Credits may be audio, video, or both.

Failure to comply with any of these underwriting rules will result in the program not airing. Continued failure to comply could result in suspension and/or termination of membership.

Equipment Rental

SPNN equipment and facilities are not available for rental to non-members. However, certified members may reserve equipment at no cost, other than their membership and training fees. One exception is the Video Projector. Use of the Video Projector outside of the studio will incur a daily fee. Also, there is a charge to reserve the Production Van for a shoot.

SPNN does produce certain projects for a fee, such as performances and sporting events, for non-profit organizations and educational groups. For more information, contact our **Community Productions** department at **(651) 298-8913**.

Hiring of Crew or Producers

Depending on particular circumstances, producers using the production van or the studios may find it necessary to pay their crew and director from time to time. For the most part, however, a producer can rely on our qualified volunteer base to help out. See the volunteer section.

Access producers may hire individuals to help them with their programs, but it is important to remember that whoever you ultimately get to help with your project, (studio, field, or van) in whatever capacity, (whether paid or volunteer) they must be certified members of SPNN, if they are not, they will not be allowed to assist you.

Equipment Reservations

Once you have an active membership, certification, and a current program plan on file, you may begin using SPNN equipment.

We operate on a strict first-come, first-serve basis. Therefore, making a reservation is the only way to guarantee a piece of equipment for a particular day or time. Members may reserve equipment and editing rooms over the phone or at the Access desk. It is possible to pick up a camera without a prior reservation, but only if there is a camera available, and it must be returned before the next scheduled reservation.

If a member would like to take out equipment for an extended period of time, a written request must be submitted to the Access Manager. Sufficient advance notice must be given. Members who intend to take equipment out of the state must submit, in advance, a written request and proof of insurance. All requests are subject to the approval of the Access Manager.

Field Gear

The DSR 300 and 250 may be reserved twice a month for up to four days.

The PD 170 and 100 digital cameras may be reserved only once per month, for up to four days.

The digital deck may only be reserved twice per month. The Switcher may be reserved for up to four days.

Microphones, light kits, and other miscellaneous items may be reserved for up to four days.

Tuesday through Thursday checkouts don't count against your one reservation per month, but any other reservation, no matter the length does count.

If you reserve multiple items on one reservation form, all items must be checked in at the same time. Failure to do so will result in fines or suspensions.

An individual may not reserve more than one camera at the same time. We will allow the two 200 cameras to be reserved with the portable switcher, but it is with the understanding that switcher and camera operators are certified active members.

Edit Rooms/Studios

- Edit rooms and studios may be booked for a total of eight hours per week. The time may be used all at once, or broken up throughout the week.

- Only one edit room or studio may be reserved at a time per member.
- We may allow an individual to go beyond the eight-hour limit of editing, in the event that no one else has reserved that facility, or another member is running late or has cancelled their reservation.

Many people like to reserve concurrent editing and dub-rack time. This is acceptable, however if you are not actively using either one of your items, and another individual needs it (temporarily or for an extended time) we will notify you and expect you to be accommodating.

If members incur late fees, no reservations may be made until the late fee is paid in full. There are no exceptions to the rule.

To guarantee the availability of the equipment and edit rooms needed for a production, it is a good idea to make reservations at least two weeks in advance. It is recommended that reservations for weekend shoots be made one month in advance. Reservations for either studio or field equipment may not be made more than two months out.

Please note, if a particular item is in high demand, SPNN reserves the right to rotate members on an even basis to avoid any one individual from monopolizing equipment.

When you make a reservation be prepared to give the name of your project. Indicate specifically what you want to reserve, when you need it, and when you will return it, if applicable. Reservations can be made any time during our regular business hours. Only reserve items you are certified on, as you will not be allowed to use equipment or facilities that you are not certified for.

Canceling or Changing Reservations

A reservation may be changed or canceled by calling the Access desk. It is important to notify the Access Department as soon as possible, as other members may be on a waiting list for that piece of equipment.

Members who are more than 30 minutes late forfeit their reservation. This rule applies to equipment, edit, dub rack, and studio reservations. Members who habitually do not give proper notification that they need to change or cancel their reservation will face suspension and/or termination of membership.

While there is no penalty for coming in early, the equipment or edit room may not be available until your scheduled time.

Equipment Check-outs

A check-out occurs when a member uses any SPNN gear, either on or off the SPNN premises. A check-out consists of inspection, test tape and Statement of Compliance.

First, a checklist is made of the gear that the member is taking out. Each member is expected to review this checklist, as you will be responsible for all of the items on it and responsible for returning it at the agreed upon time. The Access staff will inspect the equipment and note, on the Statement of Compliance form, anything previously damaged or missing items.

Next, a test recording is made by the member to show that all of the camera functions and equipment are working properly.

Finally, the member signs the Statement of Compliance, which has the gear checklist printed at the top. The Statement of Compliance is a legally binding agreement between the member and SPNN, in which the member assumes responsibility for loss, damage and/or theft of the equipment. It also assures SPNN that the equipment will not be used to make personal or commercial videos.

Only the individual who made the reservation may check out the equipment and must also return it. Only certified members of SPNN are allowed to operate the equipment. The person who checked it out is ultimately responsible, even if they let another certified member use the equipment.

Equipment Check-outs for Minors

Members who are under 18 years old may use SPNN's equipment and facilities, but a parent or guardian must be present to co-sign the Statement of Compliance. The parent or guardian must accompany the minor to check the equipment out, but may not pick up or return equipment for her/him.

Minors may use the editing rooms without a parent or guardian. Studios may be used only if a parent or guardian is present and has agreed to be responsible for the safety of the minors and the equipment by signing the Studio Statement of Compliance.

Equipment Check-ins

When returning a camera, the member will record another test tape, just like at check-out. Access staff will review the tape, and check all equipment to make sure it is working properly. Damaged equipment should be reported

immediately.

Once inspected, your paperwork will be filed and the transaction will be considered closed. In the event of a problem check-in, i.e. damaged goods or items not accounted for, your file will remain open until the proper settlements can be reached. Resolution will usually involve a conversation with the Access Manager to determine the circumstances of the damaged or unaccountable item(s), and the appropriate action that must be taken to bring about resolution, usually financial. You will be billed for all missing or damaged equipment or parts. Failure to abide by the judgment of the Access Manager will lead to suspension or termination of membership privileges.

Members may be fined for missing items, even small things like lens caps and windscreens. If the items are not returned, members will be charged the cost for SPNN to replace the item.

Equipment Conflicts and Disputes

Unfortunately, circumstances can arise that may prevent you from using the equipment or facilities that you had reserved. Usually this involves equipment that has been damaged and needs repair, or equipment that has not been returned by a previous user in a timely fashion.

Every attempt will be made to contact you in the event of such a conflict. However, in the case of someone else's late return, it is not always possible to reach you in time. While these situations do not occur often, we will do our best to accommodate you if at all possible.

In the event of any edit room, studio, or dub-rack dispute (usually involving a question of whom is actually entitled to a particular item) always ask staff for assistance. Although a perfectly good solution can be worked out between members, staff needs to be involved in the discussion.



Proper Care of Equipment

When using field equipment we expect that you'll treat it with care and respect. Always keep in mind that other people need to use SPNN gear when you're through but they won't be able to if it get's damaged, lost, stolen, or is returned late. Members will be charged for necessary repairs that are needed, and may be fined if the equipment is lost, stolen or returned late.

Don't leave the gear in the car.

Protect it from the ravages of temperature extreme.

Never leave it unattended when shooting on-location.

Fines for Late Returns (Early returns are accepted).

Fines must be paid in full before access privileges can be resumed. Fines are as follows if returned same day, but past due time:

Same day, but 30 minutes or more late

<u>Offense</u>	<u>Camera</u>	<u>Misc.</u>	
<u>1st</u>	<u>\$10.00</u>	<u>\$10.00</u>	
<u>2nd</u>	<u>\$20.00</u>	<u>\$20.00</u>	
<u>3rd</u>	<u>\$30.00</u>	<u>\$30.00</u>	
<u>4th</u>	<u>\$40.00</u>	<u>\$40.00</u>	<u>and suspension 2 months</u>

One day late

<u>Offense</u>	<u>Camera</u>	<u>Misc. items</u>	
<u>1st</u>	<u>\$30.00</u>	<u>\$20.00</u>	
<u>2nd</u>	<u>\$70.00</u>	<u>\$40.00</u>	
<u>3rd</u>	<u>\$140.00</u>	<u>\$80.00</u>	<u>plus 2 months suspension</u>

Two days late

<u>Offense</u>	<u>Camera</u>	<u>Misc. items</u>	
<u>1st</u>	<u>\$70.00</u>	<u>\$40.00</u>	
<u>2nd</u>	<u>\$140.00</u>	<u>\$80.00</u>	<u>plus 2 months suspension</u>

Studio Etiquette

Members should check in with Access staff, and verify the hours reserved. The Studio Statement of Compliance is filled out, with crew members and their positions listed at the top. Next is a list of accessory gear being used,

such as microphones and cords. The producer must sign the bottom before the production may begin.

Do not bring food or drink into the studio.

Never pull any cables or wires in the studio. Do not try to fix anything, always ask Access staff for technical assistance.

Only members who are certified in Studio Lighting may position the lights or replace bulbs.

Only certified producers, directors and crew may operate studio equipment. Others may be present, but may not touch the equipment.

Taping should end 30 minutes before the end of the reserved time, to allow for clean up. Bring all accessory gear back to the Access desk, and turn off studio lights. A walk through must be performed 15 minutes prior to the end of the reservation.

The studio may **not** be used for meetings, auditions, or any other non shooting use. Studio time is very limited and in high demand, therefore you may only reserve the studio if you are a current member and will be shooting a production.

There is a studio clean-up checklist posted next to the studio door, with copies available at the Access desk. Garbage cans are located outside of the studio. Failure to properly clean up a studio can lead to suspension or termination of studio privileges.

Members may be fined for reserving a studio and then not showing up to use it. No fine is assessed if the member calls to cancel at least 24 hours in advance.

Editing Etiquette

There is no check-out procedure for the editing rooms, but members must check in when they arrive to let Access staff know they are here and check out when they leave.

Only certified members may actually edit. Others are allowed in the edit room, but may not touch the equipment

When editing, do not attempt to fix or re-wire anything yourself. Always ask staff for assistance with any technical problems.

Do not bring food or drink into the edit room. Please leave the edit room clean and orderly.

Edit Rooms can only hold a maximum of 3 individuals.

Keep the volume level to a minimum when editing, failure to do so will lead to ending the edit session early.

General Etiquette

Members and guest may use the spaces, but we ask that you abide by some general etiquette rules.

Limit phone calls to ten minutes.

When using the community phone or your own cell phone be aware of the volume you are using and be aware of others that may be using the space.

Children under 12 must be must have DIRECT supervision from an adult at all times.

Convenience Facilities

There are no restrooms in the Access area, but there are two down the hall. SPNN has a meeting area and a “green room”. A water cooler is in the meeting area as well as a telephone for local calls up to 5 minutes. The lounge is a community space and must be cleaned up after using it. Failure to adequately clean the lounge area will result in fines and/or suspension of use of the lounge.

The Access Department has a photocopy machine available to all members, with no charge for the first ten copies provided it is production related. If you would like to have copies made, please ask at the desk.

Production Van

The SPNN Production Van is used for shooting on-location. It is equipped with 4 cameras, audio board, character generator, slow-motion instant replay, with Digital, Beta and S-VHS decks.

The Production Van is available to members for their projects, but there are specific requirements for its use. First, the member must recruit or hire their crew. Everyone in the crew must be a current member of SPNN, and certified to use the equipment. Most importantly, the director must be van certified. This can be achieved through apprenticeship. SPNN will furnish a Van Technician to drive the van and oversee its operation. This person will not be a part of the crew, but can provide assistance, if needed.

Next, a Van Request form must be filled out and submitted with a \$150.00 deposit. This fee helps offset the cost of operating the van, and is refundable if your van request should be denied. The Request form should be turned in no less than three weeks ahead of the date of the production, although requests will not be considered more than two months prior to the event. The Van Coordinator will let the member know if the van will be available for their project.

Submitting Programs for Playback

In order for your program to be broadcasted on one of SPNN's channels, make sure to follow these directions.

The person who submits the program must be a current member of SPNN. A completed Playback Release form must accompany each tape.

The tape should have your name and phone number on the label, as well as the name of the program and length.

A program must be received by the close of Access, one week prior to the broadcast. The series may be canceled if a new program has not been received after four weeks of playback.

The tape submitted should be a dub, and not the master tape. SPNN accepts DVD, Mini DV, and DVCAM dubs. The tape should have composite (mono) audio, not stereo.

The tape must contain the following: (rules do not apply to DVD's—DVD's should contain just the program)

10 seconds of a video slate – this is a title page which states the name of the show, the exact length of the show, the producer's name and date. .

After the slate comes the 10-second countdown, with the last two seconds in black.

At the end of the tape, it is advisable to have at least one minute of black.

Tapes must be recorded in regular speed "SP" mode only, never in extended play "EP".

The tape should include a disclaimer if it contains adult themes, excessive violence or is not appropriate for viewing by children. This should also be noted on the Playback Release form, so that Programming can play it in a later timeslot. There should also be a disclaimer for substandard technical quality.

Make sure that everyone on your show (the "talent") has signed a Release form. There are Release forms available at the Access desk. You should also have permission to use any copyrighted music. Access has a library of music and sound effects CDs, which are licensed for broadcast on our channels. Members are welcome to use them in their programs.

Tapes should be dropped off either at the access desk or upstairs with the receptionist.

If you are giving underwriting credit, be sure that it is worded appropriately, see underwriting section. Obviously you can not submit a program that is commercial in nature, or overtly marketing a business, product, or service.

Compliments / Complaints

There are Compliment/Complaint forms available at the Reception desk of the Administrative office, or you may call (651) 298-8906 to request one. Members who have had a particularly positive or negative experience with SPNN are urged to fill out a form. Input from users helps SPNN to maintain an environment that is pleasant and fair to everyone.

Suspensions

Membership may be suspended and/or terminated for many reasons. The most likely situations involve:

- Chronic late equipment returns.
- Persistent problems with not honoring reservations.
- Disregard for clean-up procedures, especially in the studio
- Returning items more than two days late without proper notice.
- Violent or aggressive behavior toward staff or other members.
- Improper use of equipment or facilities (commercial, personal, etc.).
- Failure to pay for damaged or stolen equipment.
- Failure to pay fines or training fees.
- Failure to follow underwriting rules.

Videotape Purchase

Members are able to purchase videotape from the Access department. There are CD's, Mini DV, DVCAM, and DVD-R available. There is no limit to the number of tapes you may purchase, but there is a limited supply in stock.

Internet Access

SPNN offers internet access on the back computers. You must have a current membership in order to access the computers, but no formal training needs to take place. Time limit for computer is one half hour.

Volunteer Program

SPNN is built on volunteerism. One of the most important aspects of our volunteer program is that everyone who is interested in volunteering and everyone who is interested in obtaining the volunteer list must first meet with the Volunteer Coordinator. We did this to ensure that volunteers would be informed about our rules and expectations, plus it is an opportunity for SPNN to share tips with producers on how to work with volunteers. We feel that it will greatly improve volunteer experiences with producers and vice versa.

In developing the volunteer program it was also important to recognize the time volunteers were giving to the organization, therefore volunteers earn points for every hour they donate in time to SPNN. After a certain number of hours volunteers will earn SPNN monogrammed thank you gifts.

SPNN has many areas in which one can volunteer. They range from outreach activities such as working the State Fair Booth to working on committees, helping with fundraising and mentoring youth and of course production work. For more ways you can contribute to the SPNN community contact the volunteer coordinator at (651)298-8909.

Appeals Process

Enforcement of rules and guidelines are subject to the discretion of the Access Manager. If you would like to appeal the decision of the access Manager you may contact the Executive Director. To further appeal the decision, contact the SPNN Board of Directors.

Revised 5/11

Our Community, Our Television



375 Jackson St.
St. Paul, MN 55101
651-224-5153 www.spnn.org

building community through television.