

Envision Festival Work Exchange Agreement

Last edited 10/30/23

- 1. RELATIONSHIP:** Work Exchange participant understands that the scope of participant's relationship with Envision Festival is limited to an unpaid position and that no compensation is expected in return for services provided by Work Exchange participant except 'Work Exchange Benefits.' (As defined in Section 6)
- 2. APPLICATION:** Applicant understands Shift Happens Volunteers LLC charges a \$5 non-refundable application fee in order to apply to participate in the Work Exchange Program at Envision Festival. Submitting an application does not guarantee an invitation to the program.
- 3. INVITATION:** Applicant understands the Coordinators will review their application and may invite them to participate in the Work Exchange program during the following phases: Pre-Event, Mid-Event, Post-Event. Applicant understands their participation isn't confirmed until they pay their deposit.
- 4. Deposit and Impact Fee:** Applicant (hereby referred to as "Work Exchange Participant") understands that the 100\$ Impact Fee is non-refundable. If they fail to fulfill the Work Requirement and uphold the Code of Conduct, they will be charged their full deposit.
- 5. WORK REQUIREMENT:** Work Exchange participant agrees to complete the Work Requirement for the phase of the festival they were invited to. Work Exchange participant understands that if they fail to complete the Work Requirement in its entirety, they forfeit their Deposit and all Work Exchange Benefits, and are subject to removal from site.
- 6. WORK EXCHANGE BENEFITS:** In exchange for completing the Work Requirement, Work Exchange participant receives:

All Participants

- 🎫 (1) non-transferrable GA Admission
- 🏕️ Reserved camp spot in Work Exchange Campground
- ✈️ Access to Work Exchange "Travel Plans" board
- 🗣️ Access to Work Exchange WhatsApp group chat
- 👕 (1) Exclusive Work Exchange T-shirt
- 🍴 (X) Meals (varies -- read more below)

Pre-Event:

Breakfast, Lunch, & Dinner on
Workdays

Mid-Event

(1) Vendor voucher per shift

Post-Fest:

(1) Vendor voucher for Mid-Event
Shift, Breakfast, Lunch, & Dinner
on Post-Fest Workdays

7. **ASSIGNMENT:** Work Exchange Participant understands the Coordinators will assign them to team(s) based on their availability and skillset. The Work Exchange Participant understands their shift schedule is tentative/subject to change; the Coordinators reserve the right to re-assign the participant.
8. **CODE OF CONDUCT:** Work Exchange Participant agrees to conduct themselves according to the Expected Standards outlined below. Work Exchange Participant understands if the Coordinator deems they have violated the Code of Conduct in any way, including but not limited to the Violations listed below, they will be subject to Disciplinary Action, up to termination from the program and removal from site.

Code	Expected Standard	Violations
Safety	Follows health and safety guidelines of the festival. Vocalizes concern about unsafe situations. Notifies HQ in case of injury or illness.	<ul style="list-style-type: none"> ■ Violation of health/safety guidelines ■ Actual or threatened violence ■ Possession of unauthorized materials
Respect	Treats others as they would like to be treated. Stands up for others. If something makes them uncomfortable, they let the Coordinators know.	<ul style="list-style-type: none"> ■ Disrespect toward fellow volunteers, staff, or attendees ■ Verbal, physical or sexual harassment, including racial or homophobic slurs
Integrity	Acts as a good samaritan and conducts oneself as a representative of the festival at all times, especially when on shift or in uniform.	<ul style="list-style-type: none"> ■ Lying to a supervisor ■ Theft ■ Willfully damaging property ■ Assisting in unauthorized entry ■ Sale of illicit drugs
Timeliness	Arrives at designated check-in location at the start time communicated by the Coordinator or work supervisor.	<ul style="list-style-type: none"> ■ Repeated tardiness ■ Unexcused absence
Preparedness	Arrives at the festival with everything they need. Checks in to shifts rested, fed and dressed in appropriate attire along with everything else they'll need for the full duration of their shift.	<ul style="list-style-type: none"> ■ Not wearing proper work attire ■ Checking in restless or inebriated ■ Showing up without essential items such as water, shoes, tools etc.
Active Participation	Enthusiastically completes assigned tasks and follows up with work supervisor. Checks out with work supervisor and CIT HQ when shift is ending.	<ul style="list-style-type: none"> ■ Failure to carry out instructions ■ Leaving worksite w/o notifying lead ■ Failure to check in after completing a task

9. **PRIVACY:** Work Exchange Participant consents to be documented in photography, video, audio, and for their likeness to be used in any and all publications, including print and web-based. Work Exchange Participant acknowledges that documentation is the property of Shift Happens Volunteers LLC and Envision Festival.
10. **ABSENCES:** Work Exchange Participant agrees to complete the shifts they self selected and/or are assigned to them by the Coordinators. Work Exchange Participant understands if they are absent or more than thirty minutes late to a shift for any reason including excused absences such as medical/personal reasons, they will receive an unexcused absence. An unexcused absence is a Violation of the Code of Conduct and will be subject to Disciplinary Action.
11. **DISCIPLINE:** Work Exchange Participant understands if the Coordinator deems they have violated the Code of Conduct, the following actions may be taken:
- **Verbal Warning:** A verbal warning may be issued by Coordinators *or* Work Supervisor for any behavior deemed to be in violation of the Code of Conduct. If a Work Exchange Participant receives two or more warnings, they will be subject to Dismissal.
 - **Dismissal:** Dismissal is the immediate termination of involvement in the work exchange program, removal from site, and charge of full deposit. Dismissal may occur if the Coordinator deems a Work Exchange Participant has violated the Code of Conduct or Work Exchange Participant has received two or more verbal warnings.
12. **CANCELLATION:** Please refer to the [Cancellation, Illness & Injury Policy](#)