

MARC Work Exchange Program Policy

Thank you for volunteering your time with our event or class series. Our programs will not be possible without your contribution.

A *work-exchange student/ volunteer* is any qualified individual who supports MARC programs, without remuneration, in logistical and administrative capacities. Work-exchange student will have selected event costs waived.

To apply:

STEP #1 - Send EMAIL REQUEST titled "Work-Exchange Request" to marcinfo@ucla.edu and include:

- a) The specific class/ event that you are interested in attending
- b) A resume and/or list your skills and interests (e.g. graphic design, writing, editing, fundraising, web, marketing, research, etc)

STEP #2 - PRE-REGISTER on our website for the class/event at least two weeks prior to the start date. Under payment, choose the option '**By check**' → '**Pay at door for volunteers**'. This way you will have a space reserved even if you don't get the opportunity to volunteer. Once approved as a volunteer, you can ignore the 'bring a check' message. There are limited volunteers positions available so please register early. Registration is time-date stamped in our system, requests are first-come first-served.

STEP #3 - Wait for a CONFIRMATION EMAIL. We will evaluate and confirm your status once we receive both the Online Pre-registration and the Email Request. If you have not been contacted one week prior to the event start date, please call 310-206-7503.

STEP #4 - Be reliable. Inform us in advance if you are going to miss or arrive late to a class / event for which you are scheduled to volunteer.

General Expectations:

- Be reliable. Understand that the wellbeing of the students relies on your being responsible. Call or email us if you are running late or if you have a foreseen conflict.
- Review volunteer details emailed to you prior to event/class.
- Arrive **30 minutes early for classes; 1 hour early to a workshop/ daylong retreat** unless otherwise informed.
- Help out with marketing; some flyer distribution or web-based project
- Be open to helping out a day or so prior to event, as needed
- Able to lift 15 lbs. If you have health issues or constraints let us know.
- You will have to pay for your CME credits, books, course material, parking cost etc.
- There is no limit to how many times a person can volunteer. Volunteers are welcome to reapply based on prior satisfactory performance.
- Please refer to the following sections for more event-specific instructions.

Expectations specific to CLASSES:

In exchange for 12 hours of class, you are asked for approximately 12 hours of work exchange. No exceptions.

- If you know or think you will miss **more than one class**, do not ask for work exchange. Request a scholarship.
- If arriving 30 minutes early is difficult, let the MARC office know before you begin the class series as a volunteer so that we may make other arrangements.
- If your absences and tardiness are a problem, your work exchange may be rescinded and you will need to pay a prorated class fee for the remaining classes.
- Up to 3 individuals per class will be allowed to attend in exchange for helping with set-up and wrap-up during the course of the series. Up to 1 individual will be allowed to attend in exchange for helping out with other MARC projects.

Expectations specific to DAYLONGS and WORKSHOPS:

In exchange for event participation, you are expected to show up 1 hour early and stay 30 minutes after the event. No exceptions

- This may require some lifting and moving. If you have health concerns or physical limitations, please let it be known when you request work exchange.
- There will be on average, 1 volunteer per every 10 registrants. Up to 8 individuals per workshop will be allowed to volunteer in exchange for helping with set-up and wrap-up.

MARKETING:--

Getting the word out is very important for us and your help with this is much appreciated. In the past, when asked, some store owners, yoga studios, restaurants, community boards, etc. allowed our flyers to be put up. We will provide you with a list. You are welcome to pin point other strategic places in the community (your community) that would be amenable to our flyers. This may include listservs or online communities. If you have tapped into a new - source, please let us know.

Marketing could also be helping to make calls in our office; helping with mailing campaigns; in-office media assistance.

SPECIAL PROJECTS

In addition to event-based volunteering, work exchange for research, data management or other special projects will be arranged ahead of time. You should still sign up for the classes/events per instructions above. You will not need to volunteer your time at the class/event. Include your resume and/or list your skills, and abilities, and interests (e.g. graphic design, writing, editing, fundraising, web, marketing, research, etc)

CONTACT: marcinfo@ucla.edu or 310-206-7503