MARC Work Exchange Policy

Thank you for volunteering your time with our event or class series.

A volunteer shall be considered as any individual, who assists with work done for MARC, without remuneration. Volunteers will have event costs waived. You will have to pay for your CME credits, or books, course material, etc. if applicable, however. You will have to pay for parking. There is no limit to how many times a person can volunteer.

To Volunteer:

• **STEP #1** - Pre-register online for the event or class. Don’t wait until the last minute to ask. If you don’t get the opportunity to volunteer you will at least have a space reserved. (A request does not guarantee your space, pre-registration does!) Registration is time-date stamped in our database——requests are usually first-come first-serve.

• **STEP #2** - Request work exchange for each event and class series, separately. We will confirm via email or phone. If you have not been contacted, please call 310-206-7503.

• **STEP #3** - Provide us with a working cell & email contact information. (Check your email)

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

You are expected to:

• Be reliable. Call if you are running late. Email if you have a foreseen conflict.
• Review details emailed to you prior to event/class or provided to you at the door.
• Arrive **30 minutes early for classes, 1 hour early to an event**, 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.

**CLASSES**

In exchange for 12 hours of class, you are asked for approximately 8-10 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• If your absences and lateness are a problem, your work exchange may be rescinded and you will need to pay a prorated class fee for the remaining classes.
• If arriving 30 minutes early is difficult, let the MARC office know before you begin the class series as a volunteer.
• Up to 3 individuals per class will be allowed to attend in exchange for helping with set up and clean 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.

**DAYLONGS and WORKSHOPS**

In exchange for event participation, you are expected to show up early and stay after the event. Some 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 clean up. For every 50 people we anticipate above 100, we will accept an additional 2 volunteers. The complexity of the venue may also dictate the number of volunteers allowed.

**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**

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 you time at the class/event.

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