



Thank you for volunteering at Dance/NYC. We greatly appreciate your support and are excited to be working with you!

Volunteer Information Packet

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VOLUNTEER STANDARDS OF CONDUCT

To assure orderly operations and provide the best possible volunteer and event attendee experience, Dance/NYC expects volunteers to adhere to the following standards of conduct.

1. Be an exemplar of access and inclusion. Follow Dance/NYC's Statement on Equity and Inclusion (hand out).
2. As a volunteer, you are a Dance/NYC ambassador; conduct yourself in a professional, respectable and responsible manner at all time.
3. Be punctual; arrive to your volunteer shift 15 minutes prior to start time. Inform the Volunteer Coordinator if you are running late or if you can no longer fulfill your volunteer role.
4. Dress appropriately; the dress code is black business casual. Be sure to wear comfortable shoes.
5. Abstain from and discourage the use of drugs, alcohol and tobacco products during the event.
6. Always maintain an attitude of service and willingness to support any area of need.
7. Immediately report any incident that you cannot handle to the Volunteer Coordinator.



EQUITY & INCLUSION STATEMENT

Committed to dance in the metropolitan New York City area, Dance/NYC has adopted Dance/USA's national statement on and [core values of equity and inclusion](#), as adapted for Dance/NYC. Dance/NYC works in alliance with Dance/USA, the national service organization for professional dance.

Dance as an art form provides expression, celebration, exploration, and transformation for all people. Inclusion and equal treatment of all members of the dance community in the metropolitan New York City area are core values of Dance/NYC and central to its mission. In achieving core values of equity and inclusion, Dance/NYC is committed to diversity in every aspect of its programming and services. Diversity in this context refers to groups, communities, and individuals identified by dance genre or form, race, ethnicity, national origin, gender, sexual orientation, socio-economic status, religion, age, or disability status. Dance/NYC is committed to honoring, nurturing, and advancing dance through the lens of diversity, inclusion, and equal opportunity in all aspects of its programming, services, and organization. Inclusion means a commitment to making all members of the dance community feel welcome and comfortable at Dance/NYC.

Actions

Dance/NYC demonstrates its commitment to the core values of equity and inclusion by:

- Recruiting and retaining leadership and staff who reflect the diversity of the communities in which it serves;
- Providing educational and professional development programs, research, publications, and policy positions that are relevant and culturally competent;
- Acting as a leading voice in the dance and greater arts community for the recognition of the challenges to diversity, equity, and inclusion; and providing a platform for the honest and open exploration of paths towards a truly inclusive dance community in the metropolitan area; and
- Supporting Dance/USA's development of national standards, in conjunction with Dance/USA's overall mission that promotes and encourages the dance community to be knowledgeable and sensitive to issues of diversity, equity, and inclusion.
- Dance/NYC acknowledges the acute need to remove barriers to the recruitment, retention, and advancement of dance groups, dancers, choreographers, and administrative/management staff from historically excluded populations who are currently underrepresented in the dance field.



THE LANGUAGE OF DISABILITY: Top 10 Do's and Don't's

<i>DON'T USE</i>	<i>DO USE</i>
<i>Wheelchair-bound/confined to</i>	Wheelchair user/ uses a wheelchair
<i>Suffers from/afflicted with/crippled by</i>	These terms make assumptions about how the disabled person feels about his/her disability. Use "has" and the name of condition (e.g., has cerebral palsy, has paraplegia, etc.)
<i>The disabled/the blind/the deaf</i>	Always use as an adjective rather than a noun – disabled person, blind filmmaker, deaf man or woman.
<i>Retarded/mentally retarded/retard</i>	Intellectual disability; cognitive disability; developmental disability. When using these terms, however, it is important to understand the distinctions among them.
<i>Handicapped (handicap)</i>	In general: If you're not writing about sports, don't use it! Use disability, disabled person, person with a disability.
<i>Handicapped parking, restroom, etc.</i>	Accessible parking, restroom, etc.
<i>Midget/dwarf</i>	Little person; dwarf is acceptable only if the subject actually has dwarfism. Keep in mind: Anyone with dwarfism is a little person, but not every little person is a dwarf.
<i>Deaf-mute/deaf and dumb</i> <i>Hearing-impaired</i>	Deaf Hard of hearing
<i>Physically challenged/differently abled</i>	Avoid outdated or saccharine terms and euphemisms. Use disabled as an adjective (e.g., disabled sportscaster) or person-first language (e.g., person with a disability).
<i>Overcoming/inspiring/brave/courageous</i>	Avoid patronizing and condescending descriptives – describe the person's accomplishments without value judgment or interpretation.
<i>Special</i>	Do not use when referring to disabled people.

Compiled by Inclusion in the Arts



MEDIA RELEASE FORM

For good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, I, _____ hereby grant to Dance Services New York City, Inc. (“Dance/NYC”), and its subsidiaries, affiliates, successors and assigns, and to other such persons as Dance/NYC may designate from time to time, the absolute right and permission to use my likeness, voice, name, photographs, film, video and/or images taken on **the date of** _____ (“Persona”), in whole or in part, or distorted in character or form, either alone or accompanied by other material, throughout the world, in perpetuity and royalty-free, for use in any and all media, including but not limited to advertising, promotion, inclusion on Dance/NYC’s website, documentary projects, promotional products and merchandise, television broadcast, news coverage, entertainment and current affairs programming, Internet broadcast, podcasts, streaming video, and any electronic media format now known or invented in the future (the “Materials”).

I waive all rights to compensation for use of my Persona. I understand that Dance/NYC shall have complete ownership over the Materials and own all right, title and interest, including without limitation all copyrights, trademark rights and property rights, in and to the Materials and hereby waive on behalf all rights to inspect and approve the Materials, its use or such written or spoken copy as may be used in connection therewith.

I agree that I will not hold Dance/NYC or anyone who receives permission from Dance/NYC, responsible for any liability resulting from the use of my Persona in accordance with the terms hereof, including but not limited to any claims for defamation or what might be deemed to constitute misrepresentation of me, my character or my person due to distortion, optical illusion or faulty reproduction which may occur in the finished product.

I hereby warrant that I am over the age of eighteen (18) and have full authority to execute this Release, which I have read, understood and approved prior to its execution. I hereby agree that I shall be bound to this Release.

Signature _____

Date _____

Print Name _____

Credit (how you wish to be listed: e.g., Name, title, affiliation)
