

# Program Department

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# Policy Review

# You represent Tufts University

- Be a good person
- Stay freeform
- Follow WMFO and Tufts' policies



# Please remember to:

- Log things correctly
- Pick up the phones
- Do your PSAs
- Do your legal station IDs
  - WMFO Medford or WMFO in Medford
- And try not to pre-announce music

# Discrimination & sexual harassment

- Violations of Tufts University's official non-discrimination and/or sexual harassment policies will not be tolerated. Violations may result in disciplinary action including suspension or dismissal, as well as criminal prosecution
- See the policies at <http://oeo.tufts.edu>

# Drugs and alcohol

- Do not bring alcohol, drugs, alcohol containers, or drug paraphernalia to WMFO
- Do not come to WMFO while under the influence
- Do not pretend to be or claim to be under the influence at WMFO

# Do you use Spotify or Pandora?

- Don't play the advertisements on the air

# Guests

- You are responsible for the behavior of any guests you may have at WMFO



# Graffiti

- Don't draw genitalia on things!
  - Seriously, we know you're more creative than that!
- Don't graffiti on or sticker over windows, window shades, finished woodwork, equipment, or surfaces painted red

# Other policies

- Available at [wiki.wmfo.org](https://wiki.wmfo.org), on your DJ Agreement, and in your DJ Handbook
- You are responsible for them
- Follow them or we will be sad!

# Station Access

# Can't get into the station for a show?

1. Call the studio at:  
**(617) 627-3800 or (508) 507-9636**
2. Call TUPD's non-emergency line at:  
**(617) 627-3030**
3. Email [pd@wmfo.org](mailto:pd@wmfo.org)

# Important Dates

# We Have a Staff Calendar!

- Add it to your existing Google calendar or view it online!
  - [https://wiki.wmfo.org/Staff\\_Info/Staff\\_Calendar](https://wiki.wmfo.org/Staff_Info/Staff_Calendar)

# Volunteering deadline

- All volunteer hours completed after this meeting will count toward the requirement for Summer 2014

# Show Application Deadline

- Due: April 30th by 5 p.m. (no exceptions)
- Where: Manila folder on the station door
- Can't get to the station?
  - Email forms to [pd@wmfo.org](mailto:pd@wmfo.org) before the deadline
  - We cannot accept faxes at this time