

# Marilyn Rodman Performing Arts Center



**2022/2023**

**Over 18 Addendum**

*Volunteer Handbook*

# Over 18 Addendum

To ensure the safety and well-being of our youth volunteers, all volunteers over the age of 18 must thoroughly review and agree to the policies outlined in this addendum.

All volunteers over 18 must also submit to a CORI background check through the Commonwealth of Massachusetts by filling in the attached forms at the end of this addendum.

**CORI forms should be returned to the Marilyn Rodman Performing Arts Center no less than 5 business days before your first volunteer shift with the MRPAC. Please complete the form and put it in a sealed envelope in the mailbox at the MRPAC, which can be found to the right of the front door.**

## **Darkness to Light Training**

In a commitment to the safety of our performers & patrons, it is strongly encouraged that anyone over the age of 18 who volunteers more than 3 times per year participate in **Darkness to Light** training. MRPAC will host an annual Darkness to Light training for all frequent volunteers. To learn more about **Darkness to Light**, you can visit their website at <https://www.d2l.org/>

# MRPAC Policies

## **CORI Background Checks**

MRPAC will conduct, at its expense, a CORI background check on all adult volunteers (18 years old and up) who may come into contact with minors involved in any production. If the volunteer remains active, a CORI background check will be re-run on the volunteer every 24 months or at the discretion of MRPAC.

The CORI background check will be handled by The Commonwealth of Massachusetts Executive Office of Public Safety and Security, and the results of any CORI background check will be shared with appropriate MRPAC board and staff ONLY. All results will be kept confidential except where required by law.

If a volunteer declines to participate in a background check when requested, they will be disqualified from continuing to participate in the production or activity.

## **Harassment Policy**

According to the U.S. Equal Opportunity Commission (EEOC), sexual harassment is defined as follows:

“It is unlawful to harass a person (an applicant or employee) because of that person’s sex. Harassment can include “sexual harassment” or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

# MRPAC Policies, continued

Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general. Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex. Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive work environment or when it results in an adverse employment decision (such as the victim being fired or demoted). The harasser can be the victim's supervisor, a supervisor in another area, a co-worker, or someone who is not an employee of the employer, such as a client or customer."

The EEOC covers "employees" only, not contractors and volunteers. For that reason, this handbook seeks to provide a definition for sexual harassment in the theatrical workplace for participants not covered by EEOC laws.

Harassment in a broader sense includes, but is not limited to:

- Inappropriate or insulting remarks, gestures, jokes, innuendoes or taunting about a person's gender, gender identity, sexual identity, racial or ethnic background, color, place of birth, citizenship, ancestry, creed, or ability.
- Unwanted questions or comments about a participant's private life outside of the boundaries of consent established in rehearsal.

# MRPAC Policies, continued

- Posting or displaying materials, articles, or graffiti, etc. that may cause humiliation, offense or embarrassment, outside the parameters of the production.
- A production about pornography, violence, racism, etc. may involve such images, but such images are not appropriate for open display in dressing rooms, bathrooms, etc.
- One or a series of comments or conduct of a gender-related or sex-related nature outside the boundaries of consent or production content, that is known or reasonably ought to be known to be unwelcome/unwanted, offensive, intimidating, hostile, or inappropriate.

MRPAC respects the rights of everyone to be free from conduct considered harassing or coercive. All volunteers over the age of 18 are required to read and agree to the policies set forth in this Over 18 Addendum to the Volunteer Handbook.

Please report any harassing or coercive behavior to MRPAC's Executive Director or Board of Directors to attempt clarity, resolution or an investigation. False harassment claims and retaliation will not be tolerated. Following an investigation, appropriate action may include, but is not limited to, no disciplinary action, education, an apology, termination from the production, termination from all future productions, or other corrective action. The complainant and the subject will be informed, if appropriate, of the findings of the investigation.



**THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY  
Department of Criminal Justice Information Services 200**  
Arlington Street, Suite 2200, Chelsea, MA 02150  
TEL: 617-660-4640 | TTY: 617-660-4606 | FAX: 617-660-5973  
MASS.GOV/CJIS



**This form is not to be faxed. Please return form to organization .  
Criminal Offender Record Information (CORI)  
Acknowledgement Form**

To be used by organizations conducting CORI checks for employment or licensing purposes.

\_\_\_\_\_ is registered under the  
(Organization)  
provisions of M.G.L. c.6, § 172 to receive CORI for the purpose of screening current and otherwise qualified prospective employees, subcontractors, volunteers, license applicants, or current licensees.

As a prospective or current employee, subcontractor, volunteer, license applicant or current licensee, I understand that a CORI check will be submitted for my personal information to the DCJIS. I hereby acknowledge and provide permission to

\_\_\_\_\_  
(Organization)  
to submit a CORI check for my information to the DCJIS. This authorization is valid for one year from the date of my signature. I may withdraw this authorization at any time by providing \_\_\_\_\_  
(Organization)

with written notice of my intent to withdraw consent to a CORI check.

I also understand, that \_\_\_\_\_ may conduct  
(Organization)  
subsequent CORI checks within one year of the date this Form was signed by me.

By signing below, I provide my consent to a CORI check and affirm that the information provided on Page 2 of this Acknowledgement Form is true and accurate.

\_\_\_\_\_  
*Signature of CORI Subject*

\_\_\_\_\_  
*Date*





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200 Arlington Street, Suite 2200, Chelsea, MA 02150  
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**SUBJECT INFORMATION**

Please complete this section using the information of the person whose CORI you are requesting.  
The fields marked with an asterisk (\*) are required fields.

\* First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_

\* Last Name: \_\_\_\_\_ Suffix (Jr., Sr., etc.): \_\_\_\_\_

Former Last Name 1: \_\_\_\_\_

Former Last Name 2: \_\_\_\_\_

Former Last Name 3: \_\_\_\_\_

Former Last Name 4: \_\_\_\_\_

\* Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Place of Birth: \_\_\_\_\_

\* Last **SIX** digits of Social Security Number: \_\_\_\_ -- \_\_\_\_  No Social Security Number

Sex: \_\_\_\_\_ Height: \_\_\_\_ ft. \_\_\_\_ in. Eye Color: \_\_\_\_\_ Race: \_\_\_\_\_

Driver's License or ID Number: \_\_\_\_\_ State of Issue: \_\_\_\_\_

Father's Full Name: \_\_\_\_\_

Mother's Full Name: \_\_\_\_\_

**Current Address**

\* Street Address: \_\_\_\_\_

Apt. # or Suite: \_\_\_\_\_ \*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

**SUBJECT VERIFICATION**

The above information was verified by reviewing the following form(s) of government-issued identification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Verified by:

\_\_\_\_\_  
*Print Name of Verifying Employee*

\_\_\_\_\_  
*Signature of Verifying Employee*

\_\_\_\_\_  
*Date*