



FACILITATOR GUIDELINES

Thank you for your interest in sharing your passions and talents through our JUMP Community Programs. Our vision is for each of us - young and old - to be inspired, try new things, learn from each other and expand our imaginations. Please review the information below and direct any questions to programs@jumpboise.org. We appreciate you!

Scheduling Process

1. Before your program begins please review the Program Proposal Form, and the Friends Handbook and complete and sign the Volunteer Agreement or the JUMP Independent Contractor Agreement.
2. Program dates, times, cost, and locations are approved by the JUMP Team. Once scheduled, the program date, time, cost and location may not be changed or modified without the approval from the JUMP Team.
3. You may not transfer your responsibility as a JUMP facilitator without prior written approval. Should you decide to cancel your program we welcome suggestions, however JUMP reserves the right to find a replacement.

Facilitator Responsibilities

1. Please provide content sufficient to fill the time allotted; please plan to facilitate for the full length of the time specified, nor go more than 10 minutes over the designated end time.
2. We support and encourage your independent business, however please distribute that information only after the conclusion of the program.
3. Please do not use participant information, including but not limited to, name, telephone number, address, e-mail or any other information for any reason including personal business or financial gain. Please do not attempt to contact participants outside of the Program unless explicitly asked by a participant to do so.
4. If you are planning to bring an assistant, please email your studio coordinator or programs@jumpboise.org with your name, program title, and your assistant's name, age and email.
5. You will need prior written approval from the Studio Coordinator or Jump Team contact to bring in outside equipment.

Program Requirements

1. Please take care of yourself and stay healthy, but if you do become ill or have an emergency, notify your studio coordinator, email programs@jumpboise.org or call 208-639-6610. (After business hours for emergency purposes only call 208-576-9682.
2. Programs may be canceled due to various reasons i.e. if the program does not reach 50% capacity by one week before the start date. The closure will be reflected on our website jumpboise.org in the hours of operation as well as on social media and via email to participants who have registered. Cancellations are at the discretion of the JUMP Team. We will do our best to notify you, but you may also call 208-639-6610.
3. A designated JUMP Team member will be on-site during your program, and they will gladly provide assistance with issues or concerns that arise.
4. Please follow JUMP policies and procedures and individual studio rules while on JUMP property.
5. Please send all marketing materials to the studio coordinator, or your Jump Team contact for approval before they are published.
6. Programs/events that require knowledge of participant numbers in order to purchase supplies will be notified 48 hours before the event start time of the final program numbers.