



KMC Onstage Volunteer Participation Policy  
3 April 2024

1. The mission of KMC Onstage is to enhance and enrich the lives of all community members within the Kaiserslautern Military Community by providing high quality live theatre entertainment, arts education, and volunteer opportunities that offer individuals the chance to grow, develop life skills, and find a welcoming, diverse, and inclusive creative community.
2. Volunteer positions may be either “permanent volunteer” defined as a single volunteer completing all tasks assigned to a specific position for the entirety of a season; or “project volunteer” defined as a volunteer completing tasks assigned to a position only for a single production, class, event, or other limited-time project.
3. All volunteers, regardless of length of commitment, **MUST** have an account in the Army’s Volunteer Management Information System (VMIS) and register as a KMC Onstage volunteer in VMIS.
  - a. VMIS registration is **mandatory** for all volunteers at initial engagement with KMC Onstage programming.
  - b. Each volunteer, including minor children, must have an individual VMIS account.
  - c. Volunteers are encouraged to log their hours volunteered for KMC Onstage activities in the VMIS app.
  - d. KMC Onstage OPOCs will log estimated minimum hours for volunteers based on the following documentation:
    - Shop volunteers’ hours from each shop sign-in sheet will be entered into VMIS
    - Cast, director, music director, choreographer, and stage management team hours will be entered into VMIS based on rehearsal schedules for each show
4. Volunteers are required to comply with all KMC Onstage policies, including the Code of Conduct. Volunteers must complete all required technical theatre orientation trainings prior to independently operating power tools, sewing machines, sergers, lighting and sound equipment, or any other specialized equipment. Technical theatre orientations will be held a minimum of twice per year, and may be held one on one with individuals.
5. Volunteers will be eligible for volunteer recognition through the KMC Onstage Complimentary Ticket program, and all applicable volunteer recognition programs through USAG Rheinland-Pfalz, IMCOM-Europe Entertainment, and the US Army and Department of Defense.

# ALL VOLUNTEERS MUST REGISTER FOR VMIS



## WE MAKE IT EASY!

- Step 1: Scan the code
- Step 2: Complete the secure form
- Step 3: Repeat for each family member who is participating at KMC Onstage

Our OPOCs will email you your login credentials once your account is setup!