THE FULCRUM'S FREELANCER AND VOLUNTEER PROGRAM

Please complete this intellectual property agreement inorder to be eligible to contribute to The Fulcrum:

https://docs.google.com/forms/d/1QqI4AB_Xn4lStnnJo1kyTj6Dq3TebYfJhOVwCvl K-Rc/edit?gxids=7628

Contributor Program

- Contributors and volunteers can join at any point during a Fulcrum publishing year.
- All new contributors and volunteers must complete an onboarding meeting with the managing editor prior to taking on any projects with the Fulcrum.
- Content written, created and submitted by volunteers with contributor status is not paid.
- Contributors who have had three articles or other forms of approved content published via the Fulcrum will be considered eligible to apply for Freelance status. Only approved Fulcrum freelancers are eligible to be paid for their contributions.

Freelancer Approval Process

- The Fulcrum only considers new freelancers during the second month of both the Fall and Winter semesters (October and February).
  - The deadline for requesting freelance status during the Fall 2022 Semester is: **October 14, 2022.**
  - The deadline for requesting freelance status during the Winter 2023 Semester is: **February 17, 2023.**
- All candidates must have written and had published three articles and/or other forms of approved content prior to submitting their request to the managing editor.
- The candidate must then request an onboarding meeting with the managing editor. This will involve a thorough critique of their previous work in regards to writing style, the Fulcrum, the CP style guide, the Fulcrum standards of publishing, as well as a discussion regarding the process moving forward and the specifics of the Fulcrum's freelancer program.
- At the discretion of the managing editor and the editor(s)-in-chief, the candidate will at that time receive freelance status approval.
- If the candidate is not granted freelance status at this time, they are welcome to reapply in the following semester. Though allowed, it is not required that the applicant write additional pieces or submit any new contributions in order to reapply.
- If a freelancer is granted acceptance into the program, they may serve for the duration of one publishing year. The following year, they are to reapply in adherence to the same application process.

Please note that in order to keep an accurate count of how many freelancers and contributors will be actively taking part in the program, every volunteer must sign up/reapply at the beginning

of each semester. Freelancers who have not had their freelance status revoked and whom are reapplying for the semester directly following one in which they already acted as a paid freelancer with the Fulcrum will be immediately approved, unless there are extenuating circumstances as deemed by the editor(s)-in-chief.

Freelance Status Request Application (or form)

Critique Process

- The managing editor will consult section editors that the freelancer candidate previously worked with.
- The critique process will be based on the Fulcrum's current style guide, the CP style guide, and the Fulcrum's standards of publishing.

Freelance Limitations

Pieces will not be considered paid work if:

- The piece does not include a minimum of two sources (with rare exceptions to be approved by the EIC).
- The piece is either under or over the word count by a considerable amount (with rare exceptions to be approved by the managing editor and/or EIC).
- The piece is an opinion piece.
- The freelancer has exceeded their designated maximum number of paid pieces per semester (6) without the rare permission of the editor-in-chief(s).
- Editing on a piece exceeds 60 min.
- The piece is not published.

Visuals:

Eligible Multimedia Freelancing Includes:

Photos:
- Photos for written content, social media posts, and/or events. Photos must be clear, edited, and approved by the staff photographer, multimedia director, or a supervising staff member.
- All photos must be cropped to a ratio of 3100x1700px for the Fulcrum's publication.
- A section editor may choose not to publish the photo or visual. In these circumstances, the visual will be kept on file for possible future publication. Only if and when a photo is published, either on the Fulcrum website or on our social media pages, will a freelancer be paid for the image.

Illustrations:
- Illustrations must be in digital format, unless otherwise approved or requested.
- A section editor may choose not to publish the graphic or visual. In these circumstances, the visual will be kept on file for possible future publication. Only if and when a visual is

published, either on the Fulcrum website or on our social media pages, will a freelancer be paid for the graphic.

Video Freelancing:
- Only final, approved video products will count as a video freelance project. This includes filming footage, editing and producing a final completed project.
- Videos may be created for social media, or for video reporting/journalism.
- All video freelance and volunteer work must be pre-approved by either the staff videographer or a member of the management team.

Podcast:
- Podcast segments will be approved on a case-by-case basis. All podcast freelance and volunteer work must be pre-approved by either the staff podcast producer or a member of the management team.
- Podcast segments will only be considered paid work if they are posted online as part of a Fulcrum Radio Show episode, or another Fulcrum podcast feed.

How a piece is assigned paid status

If a piece is submitted without all qualifying criteria, payment will not be issued. Final piece and project approval is at the discretion of the editor(s)-in-chief and executive director.

Only content that is published online will be assigned paid status.

Pay Processing

Fulcrum freelancers will be paid on a monthly basis, via either PayPal or cheque. Payments for the month will be processed on the 15th of the following month by the Executive Director and largely overseen by the managing editor.

Freelance Rates:
Articles and written content, Videos: $45
Photos and Podcast segments: 25$

Disqualifying / Revoking Freelancer Status

A freelancer risks losing their freelance status if:
- They fail to meet the criteria for freelance work, including any forms of articles or content, three times.
- They violate the FPS code of conduct.
- They are caught committing plagiarism, libel, or submitting otherwise unoriginal work.
- They fail to submit pre-approved work or articles within a timely and reasonable manner.