

THE FULCRUM'S FREELANCER AND VOLUNTEER PROGRAM

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

<https://docs.google.com/forms/d/e/1FAIpQLSccYR0nZtLATIkX1hIdeS4yWNHZrZFLC3gknwLjPEmtRQdwKA/viewform>

Contributor Program

- Contributors and volunteers can join at any point during a Fulcrum publishing year.
- A publishing year starts on May 1st and ends on April 30th.
- 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 automatically attain freelance status.
- Fulcrum freelancers are eligible to be paid for their contributions.

Freelance Staff Status

- Volunteers who have attained freelance staff status will maintain it until the end of the publishing year.
- To renew freelance staff status from a previous publishing year, one new article must be written.

Freelance Limitations

- Staff with freelance status are limited to one paid article per week.
- 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 not published.

Eligible Multimedia Freelancing Includes:

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.

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.

Payment Process

- If a contributor needs to be reimbursed for any article related costs, they must forward a copy of the receipt to the Managing Editor.
- Only pre-approved costs will be reimbursed.
- Freelance staff must set up a PayPal account in order to receive their payment.
- Payments may take up to two weeks to process.

Freelance Rates:

- **Articles & Written content, Videos, and Illustrations: \$50 per piece**

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.