

Student Policies and Procedures for Fashion Volunteer Opportunities

In addition to required internship programs, LIM College students offer valuable support to the fashion industry through volunteering and other extra curricular opportunities. You may have the opportunity to attend networking seminars, tapings of TV shows, or various other fashion or career related events. You can also help out with fashion shows, market week, or other short term projects that require a few several hours or days of their time.

Policies

- **Attendance**

- You are required to show up to the volunteer opportunity on the date and time you signed up for, and must stay for entire shift that you signed up for.
- You will not be excused from class if you participate in any volunteer opportunity.
- If you are is sick or have an emergency, you must contact the company and the Career Development Center via email and phone before their designated shift.
- I you do not show up for a volunteer opportunity without first notifying the company and a member of Career Development, you will receive a warning e-mail (read receipt attached). After not showing up for a volunteer opportunity for a second time without telling the company or the Career Development Center (via e-mail or phone), you will automatically be denied another volunteer opportunity for the remainder of the academic year. You must also meet with the Director of Career Development in order to be allowed to participate in future events.

- **Professional Behavior**

- You must show up on time and not leave the location of the opportunity until you are dismissed by the company.
- In addition, appropriate attire and business etiquette must be practiced at all times. Most companies require a certain dress code for each event, which you must adhere to. If one is not required, you should dress cleanly, neatly and professionally.
- You are not permitted to drink any alcoholic beverages of any kind when you are volunteering at events and shows. If you are found drinking, the consequence will be loss of volunteer privileges.

- **Number of Opportunities**

- You are welcome to volunteer for multiple events during the academic school year. However, you will only be allowed to participate in two volunteer opportunities during New York Fashion Week each semester. A report will be run in Symplicity in order to

keep track of volunteerism during the academic school year and during New York Fashion Week.

- For all volunteer opportunities, the Center for Career Development reserves the right to limit the number of opportunities you can sign up for so that as many LIM College students as possible are able to participate in these activities.

Procedures

- You will be notified via email about available opportunities.
(volunteeropportunity@limcollege.edu)
- The e-mail will ask you to visit Symplicity for more information about the volunteer opportunity.
- The volunteer posting on Symplicity will note the day and time of the volunteer opportunity and will offer a description of the event.
- The description of the event will include company or event background information, wherever possible, the duties that are expected of you, the times you are needed and a reiteration of the dates that you will be needed.
- You will RSVP to the event you are interested in participating in. Once all slots have been filled for that opportunity the event will be closed by the Center for Development.
- You will be notified via email that your name has been sent to the company as a volunteer for the event.
- For Fashion Week related opportunities the following procedures will also apply:
 - If you wish to participate in Fashion Week you will be allowed to volunteer for two opportunities each semester.
 - Emails for opportunities will be sent to you during LIM College's common lunch hour. This will allow more students to be available to log into the Symplicity system to RSVP.
 - You will be allowed to put your name on a wait list for Fashion Week events. The Center for Career Development will look at every RSVP and cancel any student who has reached the two volunteer maximum. The wait list will be used to replace students who have exceeded the number of times they can volunteer.

At LIM College, volunteering is a privilege and failure to honor commitments could result in the loss of these privileges. Also, students are not guaranteed volunteer opportunities.