



Dear Participant,

Welcome to Manhattan Neighborhood Network El Barrio Firehouse Community Media Center! This facility opened in January of 2012 as a place of learning, creativity and action. The El Barrio Firehouse Community Media Center and the Youth Media Center are part of Manhattan Neighborhood Network (MNN). MNN was founded in 1992 and it is Manhattan's free, public access cable network. We operate two media production and education facilities and run five cablecast channels.

During the next few weeks, in your training at MNN Youth Media Center we will introduce you to media education and production. We encourage you to take advantage of this unique opportunity, if you do so, we are confident that you will have an experience that will change the way you look at your life and the world.

MNN Youth Media Center offers two free basic training courses to NYC youth ages 16-24:
Basic Television Studio Production & Basic Field Production.

In order to complete your registration in our training, you must:

- Attend an orientation
- Bring in the following documentation:
 - **Photo ID** (State ID or school ID are accepted)
 - **Proof of Residency** (Utility bill or school transcript accepted) If you live with your parents, a document with their name and address is also accepted, this should match the same address on the Authorization Form.
 - Complete and sign the **Authorization Form + Acknowledgment Receipt** in this package (pages 5-7)

Once you complete these forms, you must submit them to Ms. Maggi Delgado, the Youth Education Associate at MNN Youth Media Center.

We hope that the learning and skills you achieve will encourage you to produce media that challenges and advances our world.

Sincerely,

A handwritten signature in black ink, appearing to read 'Silvia Echeverria', written over a light-colored rectangular background.

Silvia Echeverria
Manager of Youth Media Center



ABOUT MNN YOUTH MEDIA CENTER

The Youth Media Center (YMC) housed at the MNN El Barrio Firehouse has a mission to develop the next generation of media makers and critical thinkers. We provide with training in the technical, creative and social aspects of media making. Our program encourages the critical analysis of local, national and international social justice issues; community activism; and personal and professional development.

All media produced at the Youth Media Center is hosted and distributed in The Youth Channel, a cable and multimedia platform that focuses on highlighting media created by the youth and for the youth. The Youth Channel is available online and it is broadcast from Monday through Friday from 6 p.m. to 7 p.m. on MNN Channel 4.

YMC CODE OF CONDUCT

The Youth Media Center is a space for opportunity and growth is grounded in the following principles:

- **RESPECT:** Extend respect to others as well as one's self. Communicate directly with one another.
- **EACH ONE, TEACH ONE:** Teach and learn from one another. Be bridges of growth and education to each other.
- **CREATING COMMUNITY:** Build relationship networks to advance the human condition wherever we are.
- **MASTERY:** Be disciplined and strive to achieve excellence for body, mind, spirit and community.
- **SAFETY:** Create relationships and environments free from physical, mental and social harm.
- **CREATIVITY:** Be open to exploring a universe of beauty and possibility.
- **UNITY THROUGH DIVERSITY:** Embrace who we are and affirm the many differences that strengthen and make our common humanity powerful.
- **COLLABORATION:** Use the human power of relationships to build, thrive and together "boldly go where no one has gone before".
- **PEACE & JUSTICE:** Rise up for human rights, harmony and justice.

As a new participant you are expected to follow these principles at all times.



COMMUNITY RULES AND EXPECTATIONS OF PARTICIPANTS

At Manhattan Neighborhood Network, our mission is to build our communities through socially conscious media. The Youth Media Center takes pride in providing with high quality training as well as a safe space to exchange ideas, voice opinions, learn and collaborate.

The Youth Media Center is a shared space, for this we are entitled to follow community rules and meet our expectations as participants and collaborators.

ATTENDANCE

Be on time and ready to work and learn. Communicate with your instructor before the start of the workday if an unexpected absence or lateness occurs. Also, be sure to sign in and out of the building every day, this is your instructor's record of your attendance. Avoid cellphone use during trainings.

Please be mindful that our space is limited, for instance, you may lose your spot due to the following attendance-related circumstances:

- Repeated lateness.
- Leaving without authorized permission.
- Having two absences

COMMUNICATION

Be mindful that as participants, we are expected to show courtesy to fellow classmates, instructors, visitors and staff members. **Verbal or physical harassment and use of foul language are not tolerated in our space.**

No question is useless in our program, we learn from each other. During your training be present and listen to one another's stories and also be prepared to tell your own story. Whenever possible step back and encourage others to voice their opinions. Be open to learn about others' communities and field of interests.

DRESSING FOR TRAINING/WORK

Every work environment has its rules on how to dress. At the Firehouse, you may dress casually, including jeans. However, avoid clothing that is too tight, too short, too revealing, too flashy or otherwise inappropriate.

By following the community rules and expectations, your experience here will be enriched to its full potential.



MNN EL BARRIO FIREHOUSE COMMUNITY MEDIA CENTER
175 East 104th Street, NY, NY 10029 ♦ Tel: 212-757-2670 ex. 200

COMMUNITY MEDIA CENTER CONTACT LIST

The Youth Media Center and MNN El Barrio Firehouse staff members are here to make your experience in our program as enriching and empowering as possible. Feel free to always reach out to us in person, by phone or email with any questions, concerns or suggestions you might have regarding our program. Below is the contact information of the team that will be working with you in the next few weeks.

MNN El Barrio Firehouse Community Media Center
175 E 104th Street
New York, NY 10029
(212) 757-2670 x200

Main Contacts:

Silvia Echeverria, Manager of Youth Media Center
(212) 757-2670 x218
silviaecheverria@mnn.org

Maggi Delgado, Youth Education Associate
(212) 757-2670 x217
maggidelgado@mnn.org

Brenda Leon, Field Instructor
(212) 757-2670 x216
brendaleon@mnn.org

Tiffany Hill Rock, Production Facilitator/Studio Instructor
(212) 757-2670 x204
tiffanyrock@mnn.org

Andre Manning, Youth Production Coordinator
(212) 757-2670 x209
andremanning@mnn.org

Richard Garrick, Youth Channel Lead Producer
(212) 757-2670 x203
richardgarrick@mnn.org



STAFF USE ONLY
Fall / Spring / Summer / Winter
Year: _____

AUTHORIZATION FORM

Dear Guardian or Participant,

We hope this letter finds you and your family well. We are delighted of your interest in Manhattan Neighborhood Network’s **Youth Media Center’s program**. Our trainings are held at MNN El Barrio Firehouse Community Media Center, a newly renovated state-of-the-art production and broadcast facility.

The purpose of this letter is to ensure your child’s/ your full participation in our activities, and to provide you with our best services and support. We ask that you please fill out this form completely in blue ink and return it to the Youth Media Center Office. Please select one:

- My name is _____, I am a parent/legal guardian completing this form on behalf of my child _____, who is under 21 years old.
- My name is _____, I am over 21 years old.

By filling out this form, you confirm your child’s/your commitment to attend the YMC’s Youth Production Certification training or internship. The Following are the possible trainings the participate will partake in:

- Television Studio Production Training
- Field Production Training
- Leadership and media literacy workshops
- Social justice and media related field trips
- Production Internship

Please consent to their participation by checking the boxes:

- Field Trips:** I grant him/her permission to participate in program activities including occasional field trips outside of the facility.
- Videotaping/Photography:** I authorize MNN to record and edit his/her image in connection with the program and agree that these may be broadcast on MNN channels. MNN as the producer shall own all rights, titles, and interests in the recording and related materials.
- Social Media Usage.** I grant consent for my child to utilize MNN monitored social media accounts to promote socially conscious content and Youth Media Center programming.
- Facilities & Equipment Use:** I grant consent to him/her permission to use the Firehouse Editing Bays and field camera equipment and assume financial liability for damage or ruin directly the result of his/her negligence, carelessness, or misconduct. I agree to pay the replacement value or cost of repairs and acknowledge that failure to do so will result in his/her loss of privilege to use MNN facilities or equipment.

(Continues next page)



AUTHORIZATION FORM (Continued)

Please provide the Youth Media Center with your contact information. (For those over 21, please also provide information for an emergency contact). Shall you have any questions, please feel free to contact Silvia Echeverria at (212) 757-2670, ext. 218.

NAME: _____ **RELATIONSHIP TO PARTICIPANT:** _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

HOME: _____ **CELL PHONE:** _____

EMAIL: _____

Please provide an additional emergency contact (especially those over 21 years old)

NAME: _____ **RELATIONSHIP TO PARTICIPANT:** _____

CELL PHONE: _____

Please sign and date below to confirm you have completed and understand this authorization form.

Name: _____

Signature

Date

If you have any questions after your orientation or after you have reviewed these documents, please contact Ms. Delgado for assistance.

(Continues next page)



ACKNOWLEDGEMENT RECEIPT

This orientation packet has been developed to assist you with navigating the Youth Media Center. By signing below, you acknowledge that you received and understand the following documents:

- YMC Code of Conduct
- YMC Expectations of Participants
- YMC Community Media Center Contact List
- Authorization Form (to be filled out by parent if under 21)
 - Field Trips
 - Videotaping/Photography
 - Social Media Usage
 - Facilities and equipment use

Participant Signature & Date

Parent/Guardian Signature (if under 21) & Date

Maggi Delgado
Youth Education Associate (Signature & date)

If you have any questions after your orientation or after you have reviewed these documents, please contact Ms. Delgado for assistance.