



**AKAKŪ**

MAUI COMMUNITY MEDIA

Education Department  
Policies & Procedures

Director of Education  
Kat Tracy  
2017

## **AKAKŪ PRODUCTION ASSOCIATE MEMBERSHIP**

**\$35 year/Required for ALL Akakū & KAKU Users**

Although Maui County residents can submit and present video programs for air on Akaku's channels at no charge, there is an annual AKAKŪ PRODUCTION ASSOCIATE (APA) MEMBERSHIP FEE assessed for the use of Akakū equipment and facilities and for presenters who wish to reserve a time slot to submit series programs for air, elect to post videos on the Akakū website or view them online. Payment of this fee allows the user the following benefits:

- ◆ Use of Akakū facilities and equipment after Class Certifications
- ◆ Discounts on classes, workshops, media salons and events
- ◆ Eligible to present Series Programming with assigned time slot
- ◆ Video posted on Akakū Video On Demand webpage at no charge
- ◆ Waived for Youth 11-19 years

## **AKAKŪ EDUCATION COURSE POLICIES**

### **INTRO TO AKAKŪ & PUBLIC ACCESS**

***Mandatory for ALL Certifications***

Cost: **\$10**

Offered: Bi-monthly, every other Monday (2 Class Hours Total)

Provided Materials: Folder

Class Limits = 25 Max/3 Minimum paid participants

Facilitators: All Staff

### **STUDIO PRODUCTION**

Cost: **\$185 Non-APA Member**

**\$150 APA Member Rate**

**\$75 Youth 12-18 years**

Equivalency Exam Available: Cost: **\$100 nonAPA or \$85 APA**

Offered: Every other month, 4 class days x 3 hours each (12 Class Hours Total)

Provided Materials: Manual, Studio Equipment

Class Limits = 10 Max/4 Minimum paid participants

Facilitator: Stephen Luksic

*\*Requires 4 volunteer sessions on studio show to Certify + Intro to Akakū*

*\*Studio Reservation privileges are only for Certified producers with current APA status.*

# AKAKŪ EDUCATION COURSE POLICIES

## **BASIC VIDEO-STORYTELLING & FIELD PRODUCTION**

Cost: **\$299 Non-APA Member**

**\$164 APA Member Rate**

**\$150/Youth 12-18 years**

Equivalency Exam Available: Cost: **\$200 nonAPA or \$125 APA**

Offered: Every other month, 8 days x 3Hours (24 Class Hours)

Class Limits = 6 Max/3 Minimum paid participants

Provided Materials: Folder, Field Equipment, Editing Bay

Student Required Materials: SD Card (Specs from Facilitator), Suggested: Hard Drive

Facilitator: Akakū Staff

*\*Requires Written Test & Final Project + Intro to Akakū to Certify*

*\*Participants are 'Student Certified' while in program for projects completion*

*\*Camera & Lab use privileges are only for Certified producers with current APA status.*

## **EDITING WITH FINAL CUT PRO-X**

Cost: **\$185 Non-APA Member**

**\$150 APA Member Rate**

**\$75 Youth 12-18 years**

*\*Pre-Requirement: Basic Mac Competency*

Equivalency Exam Available: Cost: **\$85 nonAPA or \$50 APA** (Must schedule-)

Offered: Quarterly, 4 days x 3 hour classes (12 Class Hours Total)

Class Limits: 6 Max/3 Minimum paid participants

Provided Materials: Handouts, Computer, Software, Assets

Facilitator: Stephen Luksic

*\*Certification Requires taking Intro to Akakū*

## **MOBILE VIDEO PRODUCTION**

Cost: **\$200 Non-APA Member**

**\$165 APA Member Rate**

No Equivalency Exam Available

Offered: Quarterly, 6 days x 3 hour Classes (18 Class Hours)

Class Limits: 6 Max/3 Minimum paid participants

Provided Materials: Folder, MoJo Kit

Facilitators: Kat Tracy

*\*To certify requires producing final mobile community story + Intro to Akakū*

# AKAKŪ EDUCATION COURSE POLICIES

## **YBEAM: (Youth Broadband Education & Awareness Mentoring)**

Offered for Maui County youth aged 11-19 years

7 days x 3 hour Classes + Saturday Field Class 8 hours (29 Hours Total + projects)

Class Limits: 6 Max/4 Minimum

Provided Materials: Folder, MoJo Kit

Facilitator: Kat Tracy

*\*Requires all class & field day attendance plus completion of all projects and exit interview to certify.*

## **WORKSHOPS**

Cost: *Varies/Discount for APA members*

Offered: *varies*

Class Limits: *varies*

Provided Materials: *Varies*

Facilitators: Akakū Staff, Outside Professionals

*\*Requirements/Equivalencies: Varies*

## **FILMMAKERS SALON & AKAKŪ UPSTAIRS MIXERS**

Cost: *Varies/Free for APA members*

Offered: *varies*

Salon Limits: 50

Facilitators: Akakū Staff, Outside Professionals

## **Notes:**

- \* Participants interested in repeating a course within one year of completing it may do so at a discounted rate of 50% of original class cost (if current APA Member)*
- \* Participants interested in re-certifying in a course within 2 years of completing it may do so at a discounted rate of 50% of current cost (if current APA member)*
- \* Lapsed APA Members over 2 years who originally were Certified in a training, may re-certify for said class at 50% of current cost (with renewed APA membership)*
- \* Equivalency exams/class audits must be approved by Education Director & Scheduled*

# AKAKŪ EDUCATION POLICIES 2017

## CLASS PRICING POLICY

- Classes are priced at Non-Member Rates, to get a \$35 class discount on one or more classes requires being a **current** APA Member **or** Friends of Akakū Member.
- If you intend to take more than one class **or** intend to use Akakū equipment or facilities after course certification, paying for your **Membership in advance** will be the most advantageous.
- Group discounts are available for non-profit groups of **6 or more** registering for the **same** class, approved by Director of Education & CEO
- **ALL Discounts/Waivers need to be approved by Education Director FIRST**

## CLASS REGISTRATION POLICY

- Class registration is available online at [www.akaku.org](http://www.akaku.org) (recommended)
- Class registration, once approved, requires full payment
- Minimum of 3 *paying* students per class
- 48 hour deadline for registration & payment
- Numbers under minimum class size will merit class cancellation
- **Registration workflow:**
  - a) Become an APA Member
  - b) Take *Intro to Akakū & Public Access* (**Prerequisite for ALL classes**)
  - c) Register for a certifiable class

## CERTIFICATION & ACCESS POLICY

- Certification must be obtained in **each** class to obtain privileges attached to that training.
- Must have *Intro to Akakū Class* completed **before** equipment/facility access **\*no exceptions**
- Must be current on annual APA fees **before** equipment or using the facility **\*no exceptions**
- **ALL** Akakū equipment & facilities access is for **non-commercial purposes**
- **ALL** content produced on Akakū equipment or in our facilities **must** air on Akakū cable channels **first** before being distributed elsewhere.
- A **Project** must be in progress in member MCM profile for reservations and completed within 60 days, with verification of content submission for Akakū channels.

# AKAKŪ EDUCATION POLICIES 2017

## MEMBERSHIP POLICIES FOR EDUCATION

- These are **annual** fees that keeps you current in our database & for equipment/facility access privileges, plus other benefits as noted in **Membership**. *\*no exceptions*
- Reduced rates are offered for Akakū classes, workshops and salons for **current** Members only.
- **ANY** APA Member who let's their membership lapse more than 2 years will be removed from our database. To reinstate membership, current APA fee costs would need to be paid **AND** all class certifications would need to be renewed.

## STUDENT INTERN CLASS AUDIT

- Students accepted for internships at Akakū are eligible to take our education classes for *free*, but those class hours **are not** counted towards their internship hours.
- Student interns need to notify the Human Resources Dept. of their intention to audit a class or classes and schedule auditing a class with the approval of Education Director.
- Certification privileges requires annual APA Membership of \$35 and Intro to Akakū class.

## VOLUNTEER HOURS FOR EDUCATION

- Volunteer hours at Akakū *may* be credited to class cost, or APA fee, at discretion of the CEO & Director of Education
- Volunteer hours **must be tracked** through MCM
- Volunteer hours must be completed **before** class start *\*no exceptions*
- Volunteer hours must be **verified before** class registration with Education Director

## CLASS SCHEDULES

Akakū Class offerings are available in the following ways:

- Akakū's website under **Education-Classes**
- Akakū Facebook
- MauiTime Weekly Ad
- Maui News Calendar (When timely)
- [www.CalendarMaui.com](http://www.CalendarMaui.com) online
- Akakū Cable Channels Bulletin Board
- Monthly class schedule on Media Lab door, Akakū front door & at Front Desk