

Cape Canaveral Lighthouse Foundation
General Guidelines for all Volunteers
April 14, 2020

The Cape Canaveral Lighthouse Foundation (CCLF) operates through the efforts of Volunteers. Each volunteer is a “Good Will” Ambassador for the organization. Each must be aware of the image they project so that they can maintain the trust and respect of the Citizens of Brevard, for themselves, and for all CCLF. Each member should:

- Maintain and promote the highest standard of personal conduct and ethics.
- Maintain loyalty to CCLF and pursue its objectives in ways that are consistent with the public interest.
- Use only legal and ethical means in all CCLF activities and always strive for excellence in all CCLF activities.
- Be respectful to and cooperative with other CCLF Volunteers, Staff, and Members and work with them for the advancement of CCLF.
- Use every opportunity to improve public understanding of the mission of CCLF.

Speaking to the Media

Only authorized spokespersons are permitted to release official CCLF information to the media. All other Board Members, Staff and Volunteers will be professional and helpful to the media by connecting them to the appropriate spokesperson, but will not provide any information beyond personal anecdotes. In a crisis, only the Board President or designated representative is authorized to speak with the press.

At the Lighthouse

1. Do not take any photographs or videos while on the Cape Canaveral Air Force Station other than of the lighthouse and its buildings. Photographs of the gate/guards, other buildings, launch pads or other areas are prohibited by the Air Force.
2. Make visitors/guests your priority; get to know your fellow volunteers during times when visitors are not present.
3. If you want to purchase something at the gift shop, please do so while no visitors are onsite and before tours, not after. When the shift is ending, the gift shop volunteers need to be able to shut down, uninterrupted.