KU MEDICAL CENTER
The University of Kansas

Baby Jay Mascot Program

The staff of the KUMC Alumni Relations office serves as the University of Kansas Medical Center official "Baby Jay Handlers." Depending on the mascot's schedule, Baby Jay will be available to appear at KUMC events.

Program Structure

1. The Baby Jay Mascot Program will be coordinated by the Alumni Relations office. This office will be responsible for the administration of the program including (but not limited to) the scheduling of performers, communication with those requesting appearances, all correspondence, and updating the website.
2. The Director of Alumni Affairs will review and approve all appearance requests.
3. The External Affairs office will be responsible for payroll for operations, the budget and administrative reports.
4. All appearance fees will be forwarded to the Director of Finance and Administration for deposit.
5. All Baby Jay performers will report and work directly with the Alumni Relations office.

Student Employees

- **Mascot**- The mascot is the person responsible for developing the character of the University of Kansas Medical Center mascot "Baby Jay." This person will perform and/or provide support to all necessary university and group/organization appearances. This person will be paid for performing and reimbursed for mileage.

- **Baby Jay Handler**-The handler is a person who assists Baby Jay while in costume. This person helps the Baby Jay performer navigate difficult environments. He or she also assists with dressing, props, crowd control, etc. This person will be paid for performing and reimbursed for mileage.

Appearance Fees:

Campus Departments
$60 per hour, $.051 per mile, and $15 per driving hour, if off campus

Note: All appearances are minimum one hour and 2 hours maximum. The payment must be received by the Alumni Relations office no later than ten (10) business days after invoice date.

Mileage

The Baby Jay mascot and Handler are to be paid round-trip mileage from KUMC (3901 Rainbow Blvd, Kansas City KS 66160) to the event. The group/organization will receive an invoice for the mascot's mileage expenses at the current state rate(0.505 cents per mile for FY09).

Expectations

When making appearances on or off-campus, the hosting group/organization will be required to provide water and a private, SECURE location for Baby Jay to use to dress/change before and after the event as well as during rest intervals. If the event is for two hours then Baby Jay will require a 15 minute break in-between performances.

Event cancellation

If the Baby Jay appearance is cancelled less than (5) business days before the scheduled event the group/organization will be invoiced for a $25.00 cancellation fee.

Costume Damage

In the event that any part of the Baby Jay costume is damaged at an event due to misconduct on the behalf of one of the guests in attendance, the group/organization requesting Baby Jay will be charged a replacement cost for each damaged item:

- Body: $500
- Shoes: $50
- Head: $390

Approval of Event Bookings

The Alumni Relations office reserves the right to refuse any appearance request. The Director of Alumni Affairs will review and approve all appearance requests.

Making a request

The group/organization will fill out the **Baby Jay Appearance Request Form at least 3 weeks prior to the event**. The Alumni Relations office will confirm receipt of the request in a timely manner. The request form will be sent to the Director of Alumni Affairs for review and approval. After approval, a member of the Alumni Affairs staff will confirm appearance agreement with the group/organization. The group/organization will receive an invoice for payment within five (5) days after the appearance.