



Guidelines for Training Attendance & Travel

Pontotoc County Drug Free Coalition members frequently have the opportunity to attend national, state, and local trainings related to substance abuse treatment, prevention, and coalition involvement. Often these are free and open to all members. However, opportunities also arise for coalition members to travel to conferences that may be paid for by PCDFC funds and/or grant monies. For such events, the coalition wishes to select members to attend, in addition to any paid staff, who will most benefit the coalition and its goals & strategies. The following document is a guideline for selecting members to participate in such travel and training opportunities. This is not all inclusive and may be revised as needed.

Guidelines for training attendance & travel:

1. The opportunity will first be offered to members of the Executive Committee, as these members have committed to serve the coalition in a leadership capacity and facilitate meetings and projects. Thus these members could benefit from training to strengthen role performance. This may also serve as a motivating factor to take on leadership roles.
 - a. For an Executive Committee member to be eligible for this opportunity he or she must:
 - i. Have served in the position for a minimum of 6 months. (See item number 2 for members who have been involved with the coalition for at least 6 months, but have not served in an executive position for this amount of time).
 - ii. Be willing to attend all training sessions that have been paid for by the PCDFC or its grant funds.
 - iii. Be willing to gather information from the training sessions and implement related strategies upon returning and/or train other coalition members on the training information/strategies.
 - iv. Attend at least 50% of committee meetings and events related to the training information upon returning.
 - v. Conduct him or herself in a respectable manner while representing PCDFC at the training sessions.
 - vi. Sign an MOU to this effect.
 - b. If multiple Executive Committee members are available to attend a training or conference but funds are limited, selection will be determined as follows.
 - i. First the purpose of the training and content of the sessions will be reviewed. Next current coalition focus and strategies will be reviewed. Then Executive Committee positions will be reviewed to see what position's duties best correspond to training purpose and focus, as well as coalition focus.
 - ii. In the event the training could benefit multiple committee members, the next determinant will be who has attended coalition-paid training most recently. In this circumstance, the opportunity will be offered to an individual who has not attended previous training paid by the coalition or

- for who the greatest amount of time has passed since attending training paid by the coalition.
- iii. Finally, if above procedures do not narrow the selection pool, names of Executive Committee members may be drawn at random.
2. If members of PCDFC's Executive Committee are unable to attend the offered training, the next steps for selection determination will be as follows. (This section may also apply to Executive Committee members who have not served in an executive position for 6 months, but have been involved in the coalition for at least 6 months).
 - a. Any members selected via guidelines in this section must:
 - i. Be willing to attend all training sessions that have been paid for by the PCDFC or its grant funds.
 - ii. Be willing to gather information from the training sessions and implement related strategies upon returning and/or train other coalition members on the training information/strategies.
 - iii. Attend at least 50% of committee meetings and events related to the training information upon returning.
 - iv. Conduct him or herself in a respectable manner while representing PCDFC at the training sessions.
 - v. Sign an MOU to this effect.
 - b. Coalition members who have exhibited active coalition membership will be the first considered. This could include active participation in coalition committees (above and beyond monthly meeting attendance), planning or hosting community coalition events, aiding in data collection, aiding in grant or report writing for the coalition, engaging in coalition media advocacy, etc.
 - i. Any such member must have been involved with the coalition for at least 6 months and attended at least 4 coalition events/meetings.
 - ii. Next the purpose of the training and content of the sessions will be reviewed. Then current coalition focus and strategies will be reviewed. Next, sector or committee membership will be reviewed to see which individual's sector or committee best corresponds to training purpose and focus, as well as coalition focus.
 - iii. Finally, if above procedures do not narrow the selection pool, names of active coalition members may be drawn at random.
 - c. Additional coalition members (beyond those identified in item 2.b) may be considered next.
 - i. These members must have been involved with the coalition for at least 6 months and attended at least 4 coalition events/meetings
 - ii. Next item 2.b.ii will be considered.
 - iii. Finally, if above procedures do not narrow the selection pool, names of coalition members may be drawn at random.
3. These guidelines do not prohibit the PCDFC from offering paid training to specific sectors. For example, training focused on educating law enforcement officers on coalition strategies may be offered solely to that sector without adhering to item 1 or 2 above.
 4. These guidelines may be revised or suspended if other reasonable justification can be documented.