

Effective:
June 1, 2015
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Cancels: WSC Policy #3
See Also: Member Service Agreement

POLICY

Approved by:

POL – 124

PARTICIPATION IN WSC REGIONAL MEMBER TRAINING and WRC INSTITUTE

This Policy applies to all Washington Reading Corps (WRC) members and all individual placement Washington Service Corps (WSC) members.

WRC hosts a mandatory three-day training event for the WRC individual placement members in the fall. The WRC Institute provides an opportunity for members to receive valuable training and network with other members from across the state. This training helps members to be more effective in their service assignment.

1. Sponsoring Organization Ensures Registration and Attendance

- Encourage full participation
 - All WSC members must attend the regional training event in their area
 - All WRC members must attend the WRC Institute
 - Returning members still **must** attend the training events
- Ensure member completes registration by due date
- Plan for absence of member from service site during event
- Ensure member attends as planned
 - Sponsoring Organizations may be liable for paying costs for last-minute cancellations and/or no-shows
- If member requests exception from attendance, review written request
 - If request is for a compelling reason, then forward request to WSC/WRC Program Coordinator with recommendation
 - If it is not a compelling reason, then deny the request

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2. Member Completes Registration On Time

- Complete and submit registration form no later than the due date on the form
- Submit special needs accommodations requests prior to registration due date

3. WRC Arranges and Pays for Training, Lodging, and Meals for the Institute

- Send registration form to members approximately one month prior to the event
- Review and make determination on exception requests
- Assign lodging by same gender
 - May assign married couples to the same room if provided documentation of marriage
- Provide basic meals, including vegetarian and vegan options (any further dietary restrictions will be the responsibility of the individual)
 - Meals include:
 - Day 1: Lunch & Dinner
 - Day 2: Breakfast, Lunch, & Dinner
 - Day 3: Breakfast & Lunch
- Email confirmation to members approximately two weeks prior to the event
 - Confirmation includes lodging arrangements and a link to conference materials
- If an exception from attendance is needed, submit written request (including reasons) to supervisor prior to registration deadline
 - Exceptions will only be approved for compelling reasons (e.g. serious illness of member or family member)

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4. Sponsoring Organization Reimburses Member for Travel Costs

- Reimburse member for costs of travel to and from the event according to Member Service Agreement. Encourage carpooling wherever possible.

5. Member Attends and Participates According to Expectations**Training & Networking Sessions**

- Attend all scheduled events, with the exception of optional evening recreational activities
- Use agenda to plan and attend appropriate trainings to meet requirements
- Follow rules and etiquette of each session
- Know and follow the rules and regulations of the host facility

Lodging

- Required overnight stay for the WRC Institute at WRC-designated hotel unless residing within the city of the venue
 - Will share a room with another member of the same gender, as assigned by WRC
- Know and follow the rules of the lodging establishment
- Pay hotel for any damage to hotel property caused by your actions or negligence
- Pay hotel for any incidental expenses incurred (e.g. telephone charges & special movie requests)

NOTE: If WRC is required to pay for any unpaid incidental expenses or any damages from member(s), then WRC will recover those costs from the member(s) responsible. This may include withholding from living allowance payments or other collection actions as deemed necessary.

Travel

- Use resources provided by WRC or Sponsoring Organization to arrange for carpooling if possible
- Keep track of mileage driven to and from host city and submit to Sponsoring Organization for reimbursement

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Drug and Alcohol Free

All WSC-sponsored events are drug and alcohol free as stated in the Member Service Agreement. All members must comply with this policy, and if found in violation will be subject to formal disciplinary action up to and including termination of service.

Pets and Service Animals

Pets are not allowed at the event or in the hotel rooms.

Guide dogs and service animals (animals trained for the purpose of assisting or accommodating an individual with a disability) are allowed. Member must disclose on the registration form if he/she is an individual with a disability who wishes to bring a service animal. WSC may contact members to obtain further information. WRC will notify the member's hotel to accommodate a service animal in the hotel room.

Child Care

WRC Institute is designed to provide AmeriCorps members with as much valuable information and skill development as possible from the start of the events to the close of the events. We seek to minimize distractions and disturbances in order that all in attendance may receive the maximum benefit from the offerings.

- Children and other family members of AmeriCorps members are not allowed at WRC Institute activities.
- WRC may make special exceptions if a member is nursing an infant.
 - Member must get WRC approval in advance.
- A member who is nursing and brings an infant must also bring or arrange for a caretaker for the infant.
- AmeriCorps and the WRC assume no liability for the caretaker or the child.
- Member is responsible for any expenses associated with the caretaker and the child.
 - WRC does not cover any additional expenses for the family member(s) or caregiver.
- Coordination with the WRC staff may allow for reservations at the hotel where the member's teammates are lodged.

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- The member will make any such requests on the registration form, distributed in advance by WRC.
- Training events (including transportation to and from or lodging for such events), training-related functions and meals are for the AmeriCorps members only.
- WRC will only cover the costs for single rooms at the WRC Institute to accommodate disabilities, if necessary. Having a child is not considered a disability.