



# POLICY/PROCEDURE

Focus Area:  
Site Staff and Members

See Also: Member Service Agreement

## POL – 124

### MANAGING MEMBER PARTICIPATION IN WSC TRAINING

This Policy/Procedure applies to all Washington Service Corps members (WSC), Washington Reading Corps (WRC) members and any other program managed by WSC.

WSC hosts mandatory online and in-person training events for WSC members. These trainings provide opportunities for members to receive valuable training and for in-person training, to network with other members from across the state. This training helps members to be more effective in their service assignment. All members are required to complete all training by WSC and their sites.

Site staff are required to complete training as assigned by WSC. This may come in the form of online training and/or in-person training. Site staff are required to complete all training and receive passing scores on assessments where WSC has assigned such assessments.

### MEMBER PROCEDURE:

#### 1. Sponsoring Organization Ensures Registration and Attendance

- a. Encourage full participation.
  - i. All WSC members, including returning members, must attend WSC training.
- b. Ensure member completes registration by due date.
- c. Plan for absence of member from service site during event.
- d. Ensure member attends as planned.
  - i. Sponsoring Organizations may be liable for paying costs for last minutes cancellations and/or no shows.
- e. If member requests exception from attendance, review written request
  - i. If request is for compelling reason:
    1. Forward request to WSC Site and Member Services (SMS) Coordinator with a recommendation.
    2. If the request is approved by WSC, create a plan for the member to move forward without training.
  - ii. If it is not a compelling reason, the Sponsoring Organization may deny the request.

## **2. Member Completes Registration On Time**

- a. Complete and submit registration form no later than the due date.
- b. Submit special needs accommodations requests prior to registration due date.
- c. If an exception from attendance is needed, submit written request (including reason) to the designated site staff prior to registration due date.
  - i. Exceptions will only be approved for compelling reasons (e.g. serious illness of member or family member)

## **3. WSC Arranges and Pays for Training, Lodging, and Meals for In-Person Training**

- a. WSC staff sends registration form to members approximately one month prior to the event.
- b. Review and make determination on exception requests.
- c. If lodging is required, WSC will assign lodging by same gender.
  - i. May assign married couples to the same room for if provided documentation of marriage.
- d. Provide basic meals, including alternative options to meet dietary needs as feasible.
- e. Send email confirmation to members prior to the event.
  - i. Confirmation includes lodging arrangements and a link to conference materials.

## **4. Sponsoring Organization Reimburses Member for Travel Costs**

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

## **5. Member Attends and Participates According to Expectations**

### **a. Training and Networking Sessions**

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

### **b. Lodging**

- i. When overnight travel is required, member will be required to stay at WSC lodging unless residing within the city of the venue. And with prior permission from SMSC – based on need and case by case.
- ii.
  1. Will share a room with another member, as assigned by WSC.
- iii. Know and follow the rules of the lodging establishment
- iv. Pay hotel for any damage to hotel property caused by your actions or negligence.

- v. Pay hotel for any incidental expenses incurred (e.g. telephone charges, special movies, etc). **NOTE:** If WSC is required to pay for any unpaid incidental expenses or any damages from member(s), then WSC will recover those costs from the member(s) responsible. This may include withholding from living allowance payments or other collection actions as deemed necessary.

**c. Travel**

- i. Use resources provided by Sponsoring Organization to arrange for travel, including carpooling, when possible.
- ii. Keep track of mileage driven to and from host city and submit to Sponsoring Organization for reimbursement.

**6. Additional Information**

**a. Drug and Alcohol Free**

- i. 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.

**b. Pets and Service Animals**

- i. 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 special needs) are allowed. Member must disclose on the registration form if he/she/they are an individual with a special need who requires a service animal. WSC may contact members to obtain further information. WSC will notify the member's hotel to accommodate a service animal in the hotel room.

**c. Child Care**

- i. WSC training 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. WSC seeks to minimize distractions and disturbances in order for all in attendance to receive the maximum benefit from the offerings.
  - 1. Children and other family members of the AmeriCorps members are not allowed at the WSC training activities.
  - 2. WSC may make special exceptions if a member is nursing an infant.
    - a. Member must get WSC approval in advance.
  - 3. A member who is nursing and brings an infant must also bring or arrange for a caretaker of the infant.
  - 4. AmeriCorps and the WSC assume no liability for the caretaker or the child.
  - 5. Member is responsible for any expenses associated with the caretaker and child.
    - a. WSC does not cover any additional expenses for the family member(s) or caregiver.
  - 6. Coordination with the WSC staff may allow for reservations at the hotel where the member's teammates are lodged.

- a. The member will make any such requests on the registration form, distributed in advance by WSC.
7. Training events (including transportation to and from or lodging for such events), training-related functions and meals are for the AmeriCorps members only.
8. WSC will only cover the costs for single rooms at the WSC training to accommodate disabilities, in necessary. Having a child is not considered a disability. Redundant see 5a.