

Georgia Alliance of School Resource Officers and Educators Inc. (GASROE)

Regional Training Hosting Information and Requirements

The following information will assist you in making the decision regarding hosting a course and help explain the roles of the Host Agency (heretofore referred to as “Host”) and that of GASROE.

Regional training events must be, at a minimum, TWENTY-FOUR (24) hours of training or THREE (3) 8-hour training days.

The Host serves as a liaison to GASROE, provides the training facility with AV equipment, assists with promoting the training, and handles other local logistical arrangements. GASROE asks that the Host be available at all times during the course to assist with any troubleshooting, equipment needs, and other logistical arrangements.

GASROE processes all the registrations and payments, provides all training supplies and their shipment, and provides quality certified Instructor(s). Instructors and Staff will work with the Host to ensure everything is prepared for the training. Host are encouraged, but not mandated, to provide a light breakfast and breaks. The Host will earn one free registration for every ten paid attendees, greatly reducing the cost of the training for the Host.

Host Responsibilities

Training Dates and Locations

Work with the GASROE GPSTC, GEMA/HS and Training Liaisons to establish dates and location for the training course.

Consult with relevant calendars to avoid conflict with other scheduled events.

Complete the Host Packet and obtain GASROE approval a minimum of six weeks prior to the proposed training dates.

Training Room

Select a site that can comfortably accommodate 25-50 people (minimum) in a single room, with adequate space for a screen that will be visible to all attendees.

Auditoriums are not recommended.

Ensure that the meeting space is comfortable for attendees: well-ventilated, well-lit, and free of outside distractions.

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Training room must have a work surface for each attendee.

A “seminar style” arrangement is preferred.

Additional work tables must be available to Instructors for course materials.

Equipment

Pre-arrange for the necessary training equipment, including:

1. LCD projector and screen
2. Speakers to play audio, connectable to a laptop
3. Access to the Internet for the Instructor(s)
4. Easel notepad and markers

Ensure necessary training equipment is in place and working at least two hours prior to the start of the training session.

Consider delegating an on-call “technology person” to solve equipment or software problems that may arise.

Training Materials

Indicate on the Host Packet where and to whom materials should be shipped.

Confirm the arrival of training materials the Thursday prior to the beginning of the training.

Contact the GASROE GPSTC or Training Liaison if the training materials have not arrived.

Course Fees for Host

The Host will earn one free registration per every ten paid attendees. All other attendees from the Host Agency will be charged the full registration fee.

The Host Agency attendees must register for the training on the GASROE website prior to the start date.

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The invoice for the Host Agency will be adjusted once the training begins to reflect any earned free registrations.

Class Size and Cancellations

GASROE requires a minimum of 25 attendees to hold training. Any course not reaching the minimum registration 10 business days prior to the start of the training will be canceled.

To avoid course cancellations, the Host should promote the training at the local and regional level. This can be accomplished through word-of-mouth, e-mails, social media, regional meetings, and other forms of communication to agencies and schools in the area.

GASROE will promote the training on the GASROE website.

The class maximum will be the capacity of the training room, not to exceed 50 attendees unless approved in advance by the GASROE GPSTC or Training Liaison.

Lodging Information (if needed)

Provide information on at least two safe, clean, and convenient hotels for attendees and GASROE Instructor(s).

Contact local hotels to request a discounted rate for the GASROE training attendees and provide the discounted rate and code information to GASROE.

Breaks and Refreshments

GASROE strongly recommends that the Host provides coffee/juice service in the morning and water service or soft drinks in the afternoon for the attendees.

Attendees will need unrestricted access to restrooms in close proximity to the training site.

Lunch

Lunch will be at the expense of the attendees unless otherwise indicated. The Host should provide information to attendees regarding on-site or nearby restaurants.

Attendees are provided approximately one hour for lunch.

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Host Welcome

GASROE extends the opportunity for the Host to greet the attendees at the beginning of the training. This could include a welcome from your Sheriff/Chief, Mayor, Superintendent, Principal, or Unit Supervisor. This is an opportunity for the Host to welcome the attendees, make some introductory comments, point out local items of interest and speak about the host agency.

Inform the Instructor(s) as to who will be speaking so that the course agenda can be adjusted accordingly and provide appropriate recognition to the guest speakers.

Host may provide door prizes to the attendees in an effort to promote their sheriff's office, school system, police department or community.

If you have a large number of people to train, please contact our office regarding a reduced training rate.

Legal Contracts

Any legal contracts drawn up for the purposes of conducting GASROE training must be approved, executed, and submitted to GASROE at least 45 days prior to the start of the training.

The Host must be available for communications with the Instructor(s) to discuss site selection and data elements needed about the selected site (i.e. the school).

For more information please contact:

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