

How to Become a Host Site

If your agency is interested in hosting a FAPPO sponsored seminar, this document will provide you with the process guidelines.

Requirements

Must be a current FAPPO member to host a FAPPO sponsored seminar and serve as site coordinator. A local agency or NIGP chapter is eligible to host one (1) class per fiscal year. The site coordinator is eligible to attend one (1) seminar per year.

Responsibilities

1. Provide a seminar facility, at no cost to FAPPO, which will accommodate up to 30 attendees, as well as any equipment that is required by the instructor (i.e. easel pad, markers, projector, screen, etc.).
2. Submit request to host in writing to FAPPO ProD Chair. Provide seminar dates in request. Each seminar requires a minimum of 8 attendees for the seminar to be held. Plan seminar dates accordingly to allow enough time to reach minimum requirements. Host requests should be submitted a minimum of sixty (60) days prior to seminar date(s).
3. Provide a completed **Seminar Logistics Form** to the FAPPO ProD Chair when requested. This form will provide details on local hotel including address, contact number, rates and proximity to nearest airport.
4. Correspond with assigned instructor and ProD Chair to ensure proper flow of information to all parties.
5. Provide light refreshments each morning and afternoon for the duration of the seminar. FAPPO will generate a check in the amount of \$200.00 to the site coordinator to cover the cost.
6. Receive and secure all books and materials for the seminar. Upon receipt of shipments, confirm receipt of correct materials and communicate that to ProD Chair. Receive NIGP toolkit and provide to instructor at start of seminar.
7. Distribute required forms each seminar day, including registration forms, sign in sheets (each morning and afternoon), and evaluation sheets.
8. Provide attendees with a listing of nearby restaurants and be available to assist with any inquiries to ensure a positive training experience.
9. At end of seminar, ship unused materials back to NIGP within 2 days; may use portion of funds provided by FAPPO. Return required forms **ONLY** in pre-paid UPS envelope within 2 days.
10. Mail all receipts and unused funds back to FAPPO Executive Director for reconciliation.

In exchange for serving as the site coordinator and performing all aforementioned duties, FAPPO will pay the cost of registration for that designee