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| **Procedure:** | **New Member Training Award** |
| **Number:** | SOP-406 |
| **Authority:** | SSCA Constitution, Article XI: Authorization of By-Laws; SSCA By-Laws Section 14: Committees |
| **Reference:** | SSCA By-Laws Section 14: Committees |
| **Effective Date:** | July 18, 2007 |
| **Revises Previous Date:** | January 31, 1998 |

Establishment of Award: The New Member Training Award has been established by the SSCA Executive Board to provide an opportunity for the first time SSCA members to attend the Annual Summer Training Conference and experience SSCA at its best.

The new member will experience the outstanding training provided, meet and get to know other corrections practitioners and SSCA members and see how their Association meets the career and personal needs of its members. Hopefully, the new member will be encouraged to remain a participating member and encourage their peers to also become members.

Selection Process: The SSCA Executive Board will determine the amount of funds available for this Award for the upcoming budget year during its Mid-Winter Training Conference meeting. These funds must be incorporated into the Association’s budget.

1. The SSCA Executive Secretary will:

a. Compile a listing of all NEW SSCA members who joined the Association from August 1 to May 1 of the current year.

b. Randomly draw ten (10) names from a list of eligible members, on or about May 2, and number the names in a sequence drawn, one through ten.

c. Contact the SSCA State Representative from the state of the first name selected and provide the name, address and telephone number of the individual selected.

2. The State Representative will:

a. Contact the individual and advise them of their selection within three days of notification by the Executive Secretary.

b. Advise the individual of the details of the award if he/she is interested in accepting the award. c. Immediately notify the Executive Secretary that the chosen individual will be attending the conference.

d. Immediately notify the Executive Secretary if the individual selected is not interested in accepting the award.

3. The Executive Secretary will then:

a. Go to the next name in sequential order and the process will begin again until a selected individual accepts the award.

b. Notify the SSCA Vice President of the selection.

4. The Vice President will:

a. Determine the most economical method of travel with the recipient’s input. If public transportation will be used, the Vice President will make arrangements for the purchase of the tickets.

b. Communicate with the SSCA Treasurer regarding payment to the vendor, travel agency, airline, etc., prior to the conference.

c. Make the necessary arrangements for the vendor to send the tickets directly to the recipient to ensure that the tickets are received well ahead of the conference.

d. Ensure that a conference registration form for each Award recipient is completed and sent to the SSCA Treasurer.

i. The SSCA Treasurer will hold the New Member Award winners’ conference registration form until the selections have been completed.

ii. Upon completion and confirmation of the selections, the SSCA Treasurer will send the conference registration forms and a check to the Host Committee.

e. Calculate the maximum cost of the recipient’s conference trip and deduct that amount from the total amount allowed by the Executive Board for that year.

i. If funds remain, the Vice President will notify the Executive Secretary, who will draw a second name at random and begin the process.

ii. This will continue until the allotted money is spent.

f. Coordinate with the Chairman of the Conference Host Committee by May 10 to block or hold an approximate number of rooms at the Conference Hotel to ensure that the award winners will be staying on site.

g. Send a letter to the recipient outlining his/her responsibilities upon receiving notice that the selected individual intends to accept the award. This letter will include the following instructions:

i. Secure a letter from their supervisor/department head advising that the individual will be allowed to attend the conference. (The type of leave to be used will be determined by the recipient and their respective agency.)

ii. Send the letter to the Vice President within five (5) working days of receipt of notice.

iii. The recipient will be given the conference hotel/phone number and will make his/her own room reservations.

iv. A copy of the SSCA Travel Reimbursement will be included with the letter to the recipient to ensure they are aware of the amount allowed for the meals.

v. The recipient will be informed of what meals are furnished by the conference registration and will not be for reimbursed.

h. Make arrangements for the SSCA Treasurer to pay the hotel bill of the recipients at the time of check-out at the end of the conference.

i. SSCA will pay for the room at the conference rate and taxes.

ii. Any incidentals such as telephone calls, room service, etc., will be the responsibility of the award winner(s).

iii. Make arrangements with the SSCA Treasurer for the recipient(s) to be reimbursed prior to the end of the conference; recipients will submit their completed travel reimbursement form to the Vice President for approval prior to the SSCA Business Meeting on the last day of the conference.

Award Benefit: The Member Award will pay for the following:

1. Transportation to the conference site, public carrier or mileage, computed using the current allowable payment per mile authorized by SSCA;

2. Conference registration;

3. Hotel room for Sunday through Tuesday nights or Saturday through Tuesday night if a significant savings in public transportation is available by staying over a Saturday night; and

4. Allowable meals not covered by the conference registration or provided by the Host Committee, based on the SSCA authorized allowance.

**SAMPLE LETTER**

MEMBER AWARD

Date

John Doe

Some Department of Corrections

P.O. Box 000

Fourteen States, USA

Dear Mr. Doe:

Congratulations! You have been chosen to receive a SSCA New Member Training Award for 1998. The Award will enable you to attend this year’s Annual Summer Training Conference, which will be held July 12-15, 1998, at the Galt House Hotel in Louisville, Kentucky, (telephone # 502/589-5200). We are pleased to be able to provide you with transportation, airfare or mileage whichever is the most economical, to the conference site, conference registration, hotel room, and meal allowance during the conference.

We ask that you obtain a letter from your supervisor/department head stating that you will be allowed the time off from work to attend the conference. The type of leave that you will be using will be between you and your agency. Please forward that letter within five (5) working days of receipt of this notice to me at (address). We must have this letter before any arrangements are made for you.

Please give me a call no later than three (3) days after receipt of this letter so that we can discuss transportation needs. Enclosed is a copy of the SSCA Expense Statement/Reimbursement Request Form. The conference registration covers the President’s Reception on Sunday night, Kentucky Night on Monday, and the Awards Banquet on Tuesday night. You will not be reimbursed for these meals. When we have finalized your transportation arrangements, you should make your own hotel reservations no later than (date) by calling the above number and ask for the SSCA room rate.

I look forward to hearing from you and seeing you at the conference.

Sincerely,

SSCA Vice President