



Member National Council of Negotiation Associations

WESTERN STATES HOSTAGE NEGOTIATORS' ASSOCIATION

Funds Distribution for Local Training

Purpose

Encourage local level crisis negotiation training in Western States Hostage Negotiators' Association (WSHNA) Districts, thereby achieving WSHNA goals.

The primary goal of WSHNA is to develop in members a higher degree of proficiency in the performance of their professional duties. The association shall provide training for members and the association shall act as a resource and conduit for information sharing.

Maintain responsible stewardship of WSHNA funds by providing a system for WSHNA members to request funds, Executive Board review of requests and Executive Board approval of worthy requests.

Policy

WSHNA members may request WSHNA funds to support crisis negotiation training at a local or district level. The request will be reviewed by members of the Executive Board which will approve, deny, or amend the amount of the request. In reviewing the request the board will consider the current fiscal situation of the Association and the benefit of the training to the membership. The board may take into account the opportunity for participants to actively participate in the training, interaction of the local agencies, potential impact on actual negotiation/crisis events, and the ability to practice negotiation skills. Additional factors may include membership participation in the target location and proximity to the Annual Training Conference. A cost-per-student guideline amount is established at \$20.00 per student. Requests are capped at \$2,000.00, unless waived by the Executive Board.

WSHNA training funds are meant to supplement resources and monies provided by the local agency, and are not meant to replace the obligation of the local agency to provide training. The Executive Board will examine the monies and resources provided by the local agency when considering approval of WSHNA funds.

Procedure

Requests should be made at least two months prior to distribution of the funds. The request must be presented by two (2) members in good standing, within the District requesting the training funds. The request can be made to the District Representative or directly to the Executive Director . The Executive Director will review the request and seek answers to any questions the

Executive Board is likely to have. The Executive Director will forward the request to Executive Board for a vote.

The written request will include:

- the amount of the request
- projected number of students
- date and location of the training
- fee for training (if any)
- specific purpose of the funds
- objectives and goals for the training
- brief synopsis of the training including speaker/presenter biographies
- contact person

The training facilitators will assure that WSHNA is recognized for the funding support and encourage membership to WSHNA. Recognition includes:

- a presentation to the training body (Power Point or video provided by WSHNA)
- recognition of funding in training announcements
- announcement at the beginning of the training
- WSHNA logos placed within training materials
- WSHNA membership applications distributed during the training
- immediate membership purchase (Square® will be made available & encouraged)

The training may focus on district or local needs and issues and can encourage local participation, but must be open to all WSHNA members.

If a fee is charged to participants any funds in excess of actual training costs must be reimbursed to WSHNA up to the amount of WSHNA funding.

The use of funds may be used for, but not limited to:

- training materials
- speaker fees
- recognition and awards
- training location fees
- lunches
- other items which directly affect the training results

The use of funds may not be used for:

- souvenir, logo, or promotional product type items
- hospitality room supplies, alcoholic beverages, or hospitality room location

It is preferred that vendors/presenters invoice WSHNA directly. However, should funds be made payable to a WSHNA member, appropriate receipts will be supplied within 30-days upon completion of the training.

The final approval of all funds distribution remains solely with the WSHNA Executive Board.

This document edited by the WSHNA Board of Directors during a comment period from September 28, 2015 to October 8, 2015. This document approved by the WSHNA Board of Directors during electronic voting from October 9, 2015 to October 15, 2015.

This document was amended (housekeeping changes only) on December, 14, 2016. Discussion and approval by Board of Directors on December 15, 2016.