



NASRO Course Hosting Information and Requirements

Thank you for your interest in hosting a NASRO training course. The Host serves as a liaison to NASRO, provides the training facility with AV equipment, assists with promoting the training, and handles other local logistical arrangements. NASRO asks that the Host be accessible at all times during the course to assist with any troubleshooting, equipment needs, and other logistical arrangements.

NASRO processes all the registrations and payments, supplies course manuals, and provides quality NASRO certified Instructor(s). Hosts are encouraged, but not mandated, to provide a light breakfast and breaks.

HOST BENEFITS

NASRO Host Credit Procedures

Host agencies will receive 1 registration credit for every 10 paid attendees up to 4 registration credits. Host will be provided a coupon code for first registration credit that must be used at the time of registration prior to the start of the course. Any additional earned registration credits will be calculated at the conclusion of the course and a reimbursement check will be dispersed to the host agency. Anyone else attending from the agency must register and pay before the course.

- Host Credits will be calculated as follows:

10 - 20 paid attendees = (Coupon Code)
21 - 30 paid attendees = 1 reimbursement
31 - 40 paid attendees = 2 reimbursement
41 - 50 paid attendees = 3 reimbursement

- Reimbursements are based on the following rates:

Basic - \$500
Advanced, SSO, CPTED, and Supervisor - \$400
Project Unite - \$350
AMHT - \$225

*All host agency attendees must register for the course on the NASRO website **prior** to the start of the course.*

***This does not apply to State Conferences and Contract Classes**



HOST RESPONSIBILITIES

Host Packet Submission Requirements

- Any facilities agreements, contracts, certificate of insurance, vendor requirements or additional required documents **must be sent/requested at the time the Host Packet is submitted.**
- Host Packet must be signed by Head of Agency/Department and the Host.

Training Dates and Location

- Complete the Host Packet and obtain NASRO approval a minimum of six weeks prior to the proposed training dates. Approval may take two or more weeks to obtain.
- Once the course is approved and open for registration, **DO NOT** change the training location.

Training Room

- Training rooms must comfortably accommodate 35-50 people with a work surface for each attendee. Auditoriums are not recommended.
- Additional worktables must be available to Instructors for course materials.

Equipment

- Instructor(s) will need a projector but will provide their own laptops.
- Screens must be visible to all attendees.
- Audio for training videos
- Access to the Internet for the Instructor(s)
- Easel pad and markers
- Ensure necessary training equipment is in place and working at least two hours prior to the start of the training session.
- Have an on-call "technology person" to solve equipment or software problems that might arise.

Course Materials

- Indicate on the Host Packet where and to whom materials should be shipped.
- Contact the NASRO Training Coordinator if training materials have not arrived the Thursday prior to the beginning of the course.

Class Size and Cancellations

- NASRO requires a minimum of 15 attendees to hold all courses except the AMHT course which requires a minimum of 20.
- Any course not reaching the minimum registration 10 business days prior to the start of the course will be canceled.
- To avoid course cancellations, Hosts should promote the training at the local and regional level. NASRO will provide the Host with a flier to use for promotional purposes upon request.
- The class maximum will be the capacity of the training room not to exceed 50 attendees.

Lodging Information

- Provide information on at least two safe, clean, convenient, and reasonably priced hotels for attendees and NASRO Instructor(s).
- Contact local hotels to request a discounted rate for NASRO training attendees and provide the discounted rate and code information to NASRO.

Breaks and Refreshments

- NASRO 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 room.

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 and eating establishments.

Host Welcome

- NASRO extends the opportunity for the Host to greet the attendees at the beginning of the course. 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.

Additional Requirements by Course

School CPTED Additional Requirements

- Host will be responsible for making arrangements for attendees to have access to a school, while in session, the second day of training.
- Host must secure permission from the necessary school administrator(s) for the site visit. The visit will be as minimal disruptive to the school day as possible. The school will receive the results of the evaluations conducted.
- Host must work closely with the Instructor(s) on all logistics of the site visit.
- Host will need to complete a school data profile for the Instructor(s) well in advance of the training.
- Host must be available for communications with Instructor(s) to discuss site selection and data elements needed about the selected sites (school).



Course Host Packet

NASRO Course: SCHOOL CPTED

Proposed Dates of Course: 5/29/24-5/31/24 or 7/1/24-7/3/24

Alternative Dates of Course: first week of June or last week of June

Course Location (city and state): Mascoutah, IL

How many attendees will be from your agency? 3-4 *Remember, anyone attending from your agency must have a NASRO account and register through their own account for the course.*

Local Host Information

Host Agency: Mascoutah School District #19

Agency Address: 421 W. Harnett

City, State, Zip Code Mascoutah, IL 62258

Host Contact Name: Mark Sunnquist

Office Phone: (618) 566-8523 **Cell:** (618) 980-7464

Email: msunnquist@mascoutah.com

Is this course co-hosted/sponsored by your state association? No

Training Site

IF the training site is different from the host agency site please complete the following:

Training Site: Mascoutah High School

Address: 1313 W. Main St. Mascoutah, IL



Course supplies should be shipped to: Training site address/ Local host address

Course supplies should be shipped to The Attention of: Mark Sunnquist

Room Capacity: 50

Room Type: Training Room Classroom Conference Room

Room Set-Up: Tables Student Desks College Seating (fold away desk)

Lodging Information

Provide information on at least two safe, clean, and convenient hotels for those needing lodging for the course duration. Please contact local hotels to request a discounted rate for NASRO training participants.

Hotel #1

Address:

Phone Number: (618) 808-0280

NASRO Training Discount:

Hotel # 2

Address:

Phone Number: (618) 624-2211

NASRO Training Discount:

I have read the NASRO Course Hosting Information and Requirements. I understand the requirements of a Host Agency and I am willing to provide the necessary requirements.

I agree

I understand that instructors may request easels, flipcharts, and markers.

I agree

I understand the Training Expense Reimbursement procedures.

I agree

I understand that all attendees from the Host Agency must have their own NASRO account and be registered on the NASRO website.

I agree

I further understand the Host should promote the course and any course that has not reached the minimum class size ten business days prior to the beginning of the class will be cancelled.

I agree

I understand that any facilities agreements, contracts, certificate of insurance, vendor requirements or additional required documents must be sent/requested at the time the Host Packet is submitted.

I agree

Host Signature

Head of Agency/Department