

National Staff and Regional Coordinator Meetings

Definition:	This is the starting point for National Staff and volunteer leadership to begin the initiatives, methodologies, strategies and communication efforts to be used throughout the forthcoming period of the year.
Frequency:	Twice Annually
Core Attendees:	Regional Coordinators, National Office Staff, Invited Guests
Key Purposes:	<ol style="list-style-type: none"> 1. Goals and Future Planning. 2. Budget and Course Activities. 3. Updates from National Office (i.e., policy changes, forms, procedures) 4. Concerns & problems w/materials, class, participants, etc. 5. Achievements/Best practices. 6. Plans for Region and States involved. 7. Round table discussion. 8. Problem resolution. 9. Promotion and marketing. Interfacing w/State Staff & Volunteers. 10. Develop communication line for “trickle-down” conversation in upcoming State, Zone, District and Training meetings and workshops. 11. Updates on status of active committees, task forces and projects.
Duration of Stay	1-2 Nights Authorized
Approvals:	Arranged and coordinated by National Office Staff.
Possible Costs:	Overnight Rooms, Breakfast/Lunch/Dinner as needed, Meeting space if state office is not available, Mileage/Travel.

Regional Meetings

Definition:	The beginning of communication of initiatives, information transmittals, operational and marketing methodologies and strategies that will continue throughout the forthcoming period of the year.
Frequency:	Twice annually, or as approved by the Vice President for AARP Driver Safety Program
Core Attendees:	Regional Coordinator and State Coordinators in that Region. Regions are encouraged to combine meetings in a location central to those Regions in attendance. National Staff and State AARP Director. Some meetings may include Deputy State Coordinators and Chief Trainers and /or Trainers when no Chief Trainer is assigned.

Key Purposes:	<ol style="list-style-type: none"> 1. Updates from National Office (i.e. policy changes, forms, procedures) 2. Plans for Region and States involved. 3. Goals and Future Planning. 4. Concerns & problems w/material, course, participants, etc. 5. Achievements/Best practices. 6. SC Training on new subjects, and protocols. 7. Round table discussion. 8. Problem resolution. 9. Promotion and marketing. Interfacing w/State Staff & Volunteers. 10. Develop communication line/path and timeline for “trickle-down” conversation in following State, Zone, District and training meetings.
Duration of Stay	1-2 Nights Authorized
Approvals:	Arranged by Regional Coordinator, no approval necessary. Must be coordinated with National Office Staff.
Possible Costs:	Overnight Rooms, Breakfast/Lunch/Dinner as needed, Meeting space if an AARP State Office is not available, Mileage/Travel. If your meeting cost total will be more than \$1,000, we strongly encourage use of direct bill.

State Leadership Workshops

Definition:	Follow-up to the Regional Meeting, moves determined methodology of leadership to operations side of AARP Driver Safety Program, trains state leaders on current and new protocols and initiatives action.
Frequency:	Twice Annually – preferably shortly after Regional Meetings.
Core Attendees:	State Coordinator (Chairperson), Deputy State Coordinators, Zone Coordinators (District Coordinators in States without Zone Coordinators), Chief Trainer, Trainer, where no CT is assigned. Also, Telephone Coordinator, Marketing Specialist, CarFit/WNTT Coordinator, with discretion.
Key Purposes:	<ol style="list-style-type: none"> 1. Budget and Financial 2. Goals and Future Planning 3. Updates from National Office (i.e. policy changes, forms, procedures) 4. Introduction of AARP state staff – what is happening in the state? 5. Reports from CT, ZC/DCs and on Special Projects, i.e., insurance discounts. Training on new or revised subject matter. 6. Speakers relative to program, i.e, Drivers Services, State Patrol. 7. Updates on State Laws/Code Changes. 8. Recruitment – Participants, Hosts and Volunteers.

	<p>9. ZC/DC Training on new subjects.</p> <p>10. Program methodology and improvement for the year – scheduling, marketing, best practices, etc.</p> <p>11. Promotion and Marketing</p> <p>12. Recognition – year pins, etc.</p> <p>13. Concerns & problems w/material, course, participants, etc.</p>
Duration of Stay	1-2 Nights Authorized
Approvals:	Arranged by State Coordinator, pre-approved by Regional Coordinator.
Possible Costs:	Overnight Rooms, Breakfast/Lunch/Dinner as needed, Meeting space if an AARP State Office is not available, Mileage/Travel. If your meeting cost total will be more than \$1,000, we strongly encourage use of direct bill.

Zone Workshops

Definition:	Workshop that presents information covered in State Leadership Workshop; continues the action focus of the plans formulated in Regional Meeting.
Frequency:	Two per Zone. If additional workshops are required, they must be preapproved by State Coordinator. Combining workshop for zones in close proximity is encouraged.
Core Attendees:	Zone Coordinator; District Coordinator when Zones are not used, State or Deputy State Coordinator as applicable to State operating structure and, Instructors, Marketing Manager and Telephone Coordinator from that Zone with preapproval from State Coordinator.
Key Purposes:	<ol style="list-style-type: none"> 1. Updates from National (i.e. policy changes, forms, procedures). 2. Budget 3. Review of course related performance factors. 4. State staff – What is going on in the state and introduction of staff. 5. Speakers relative to program (i.e., Drivers Services, State Patrol). 6. Updates in State Laws/Code Changes. 7. Review of state requirements 8. Promotion and Recognition – year pins, etc. 9. Concerns & problems w/material, course, participants, etc. 10. Reports from CT, DCs and on Special Projects (i.e., insurance discounts).
Duration of Stay	1 – 2 Nights authorized if traveling over 60 Miles to meeting site.
Approvals:	Arranged by Zone Coordinator, or District Coordinator if zones are not used, pre-approved by State Coordinator.
Possible Costs:	Mileage, Lunch and possible dinner dependent upon duration. Possible overnight on discretionary basis (pending approval). Direct Bill needs to be arranged for hotel and meal costs anticipated to exceed \$500 , as appropriate.

District Workshops

Definition:	Further dissemination of content of preceding Leadership Workshops addressing District practices and activity. Gathering of crucial feedback from the Volunteers to be communicated to leadership as needed.
Frequency:	Two per District. If additional meetings are required, must have pre-approval from State Coordinator. Combining workshop for districts in close proximity is encouraged.
Core Attendees:	District Coordinator, Chief Trainer or Trainer, and Instructors from that District, State Coordinator or Zone Coordinator, CarFit Manager, if they reside in the District. Invited guests such as program hosts, local law enforcement.
Key Purposes:	<ol style="list-style-type: none"> 1. Administration of state requirements. 2. Updates from National (i.e., policy changes, forms, procedures). 3. State Staff – What is going on in the state and introduction of Staff when conducted at or in proximity of AARP state office. 4. Instructor Training and reviews of program presentation. 5. Speakers relative to program (i.e., Drivers Services, State Patrol). 6. State Laws/Code Changes. 7. Promotion and Recognition – year pins, etc. 8. Concerns & problems w/material, course, participants, etc. 9. Local planning for upcoming calendar period and events. 10. Reports from CT, DCs, and on Special Projects (i.e., insurance discounts). 11. Round Table discussions. 12. Matters that require referral to higher operating level.
Duration of Stay	1 Night Authorized if traveling over 60 Miles.
Approvals:	Arranged by District Coordinator, pre-approved by Zone or State Coordinator.
Possible Costs:	Lunch, Mileage. Possible overnight on discretionary basis when approved by State Coordinator. Direct Bill needs to be arranged for costs over \$500 , as appropriate.

Trainers Workshops

Definition:	Geared towards larger states with Chief Trainer and multiple volunteers serving as Trainers. Annual session conducted by Chief Trainer for coordination of training techniques and methods and introduction of new materials.
Frequency:	Once Annually
Core Attendees:	Chief Trainer(s), Trainers, Deputy or possibly State Coordinator, if appropriate

Key Purposes:	<ol style="list-style-type: none"> 1. State initiatives, strategies and communications efforts for the year. 2. Updates in changes to curriculum, materials or program. 3. Agenda items for District meetings. 4. Course Contents and Structure of Program. 5. Instruction methodology. 6. Review of state requirements. 7. Updates of State Laws/Code Changes. 8. Course Close-out and Reimbursement process.
Duration of Stay	1 Night Authorized
Approvals:	Arranged by Chief Trainer, pre-approved by State Coordinator.
Possible Costs:	Mileage and possibly lunch. Direct bill needs to be arranged when hotel and meal costs will exceed \$500 , as appropriate.

Instructor Candidate Training Session

Definition:	Learning session provided for new Instructor Candidates or those in need of refresher training. Serves as Initial “Workshop” for Candidates new to the program. Task of the Chief Trainer to regulate.
Frequency:	As needed. Determined by Chief Trainer or Trainer.
Core Attendees:	Chief Trainer or Trainer(s) with Instructor Candidates.
Key Purposes:	<ol style="list-style-type: none"> 1. Introduction to AARP Driver Safety Program 2. Teaching Adult Learners 3. Course Contents and Structure of Program. 4. Instruction methodology. 5. Review of state requirements, Laws and Codes. 6. Practice Teaching. 7. Course Close-out and Reimbursement process.
Duration of Stay	1-2 Nights Authorized
Approvals:	Arranged by Chief Trainer, expenses approved by State Coordinator.
Possible Costs:	Mileage and possibly lunch. Direct bill needs to be arranged for hotel and meal costs over \$500 , as appropriate.