

**HOST  
SEMINAR RESPONSIBILITIES  
Training Seminar**

Bids to host the Training Seminar should be solicited two years in advance by presenting a request to the national executive board. Host can be Regions or Departments with region support. The host agency(s) will submit a letter of support signed by the agency's CEO and a letter from the region when the bid is submitted.

**Host Responsibilities**

The host is required to obtain hotel or motel facilities that will serve the needs of the association. The facilities for this event should have the ability to block for reservations 100-150 rooms. Additional back up rooms need to be available if registration exceeds the primary hotel capacity.

A meeting with the hotel, motel staff also needs to be conducted prior to the arrival of the teams to instruct them on how to work with dogs staying in and about the facility. Door hangers will be provided for all guests keeping a dog in the room to prevent staff from entering. **FOR THIS REASON, THE STAFF AND THE OFFICERS NEED TO BE INSTRUCTED.** Sometimes the occupant forgets to use the door hanger and thus places the staff in danger.

The facilities also need to have a large room for hospitality and the seminar rooms.

**Training Seminar**

The training seminars have been scheduled on a 5 day or three day working seminar.

**Hospitality**

Although this is not a mandated requirement, host agencies have always supplied evening hospitality as part of hosting responsibilities. The hospitality is a cost on the host as each night, food and soft drinks and beer are provided, the type of food and how it is made available is totally up to the host. The location of hospitality is also up to the host. Both local hotel and off site hospitality have been used in the past. If alcohol is being served off site, transportation and/or designated drivers need to be encouraged. This keeps the membership from driving while enjoying themselves and as most drive agency vehicles prevents any drinking and driving violations.

The running of raffles from donated prizes has proven to be a large monetary boost to the host at these hospitalities. One member who can get attention and provide the microphone work during the raffles will generate an enjoyable time. The hospitality costs needs some encouragement for those that have family and friends also attending to pay their fair share. Registration forms should address guest costs for the week if attending hospitality unless the host wants to incur those added people. Hospitality requires tracking income from raffles and T shirt sales as well as tracking expenses associated with hospitality.

Vendors need to be included in any hospitality area. The room used for hospitality should be chosen with set up room for vendors. A liaison person needs to be appointed to work with your invited vendors. Vendors need to feel welcome as they also are a valuable resource for the host and the association.

## **Rooms Supplied**

There are no national meetings conducted at the Training Seminar. A national officer should be in attendance and one room should be provided. The host is responsible for making reservations and providing rooms for the instructors. Instructors may be reimbursed for the cost of travel.

## **Reservations**

The host makes reservations for only those that they provide rooms for. Depending on the number of rooms booked you should be getting some complimentary rooms. Once the required rooms are provided you can then start providing rooms for officials or other officers, as you deem appropriate.

## **Registration**

The host will supply a team to conduct registration and collect all registration money that will be deposited in a separate account or the special checking account using the USPCA Foundation Tax Number.

## **Financial Reporting Responsibilities – USPCA Foundation**

The host being a Region/ District/ Law Enforcement Agency on accepting a bid for a National USPCA Event will follow accepted financial reporting with a complete documentation list of income and expenditures.

1. A checking account will be open for the payment of all trial related expenses using the USPCA Foundation Tax Number.
2. Event Income / Deposits will also be made to a separate account or the above checking account using the USPCA Foundation Tax Number.
3. The National Treasurer will be listed on the above accounts getting monthly statements and financial reports of the prior month's activity.
4. Liability insurances are available from the Nationals at a cost of \$25 per venue and will be obtained by host(s).
5. The Judges and Scorekeepers will be paid on the first day of event after registration at the rate listed earlier with 50% paid by host and 50% paid by the nationals.
6. A financial report will be submitted to the National Treasurer, 30 days after the completion of the USPCA event.
7. Profits from the event will be split 50% national USPCA and 50% Region, after expenses.
8. Any profits will be split after the final financial report is accepted by the national treasurer.

Host agencies fund these trials by soliciting donations through the USPCA Foundation a 501 C3 and other fund raising ventures:

Example - selling ads in a program that highlights the host agency and provides advertisement in a booklet format. This is also a host responsibility if they elect to publish one.

The host and the national treasurer will work in equal partnership in the financial reporting to be utilized.

Please feel free to contact Russ Hess if you still need assistance. 800-531-1614