**No**te: Recommended changes and additions will be indicated by underlined text Recommended deletions will be indicated by ~~strikethrough text.~~

NOTE: Numerical reference numbers are referring to section where policy is required by Chapter 397, FS & Chapter 65D-30, FAC. – Recommendation includes use of these reference numbers for ease of access and review by the State as well as an Index of Policies and Procedures

### Drug Prevention Resource Center, Inc. dba InnerAct Alliance

**Operating Policies and Procedures**

#### Purpose

Prevention Resource Center dba InnerAct Alliance, Inc. is a non-profit, tax-exempt organization established to increase community awareness of risks associated with alcohol, tobacco and other drug use.

The Board of Directors shall make recommendations regarding policies, procedures, regulations, principles and

guidelines that determine the program’s operation. All policies shall be reviewed annually and updated as necessary.

#### Policy .004(1) Operating Policies

This document exists as the Drug Prevention Resource Center dba InnerAct Alliance’s indexed system of policies and procedures. Additionally all documents are available for review at any time by representatives of funding sources or general public.

Operating Policies and Procedures which contain Personnel Policies and Procedures are the governing documents of the Drug Prevention Resource Center dba InnerAct Alliance. Employees are required to acknowledge receipt and have a working knowledge of these documents. Their signature which indicates acknowledgement of understanding and acceptance of these documents will take place during the first 5 days of hire.

## Operating Procedures

1. ***Policy .004(2) Quality Assurance***

All programs will have either an evaluation component or reasonable method to determine the effectiveness of the program.

*Policy 397.419(1)*

*As per policy, the board is to hold annual quality assurance inspection annually:* The Board of Directors will be involved in an Annual Self Assessment to review all existing programs and explore potential programming. Additionally, the Board will appoint a committee to conduct an informal, unannounced audit of the financial, programming and personnel records on an annual basis.

*Policy 397.419(2)(a-e)*

A written plan will be developed and submitted to agency’s contract manager, which will address the guidelines for the provider’s quality assurance program including; Client service standards, total

confidential state of agency’s client records (i.e. no names, social security numbers or records are kept on Drug Prevention Resource Center dba InnerAct Alliance clients); ensure accuracy of documentation that DCF is payer of last resort as reported to DCF in the quarterly/monthly reconciliation reports will have 100% correction of any inaccurate documentation on or before the next quarterly/monthly reconciliation and performance review.

#### Quality Assurance Procedures

It will be the responsibility of direct service employees to make sure the necessary data and evaluation methods are employed within a reasonable time period of completion of program. This information will be provided by the employee to designated employee on a timely basis. Each program will have measurable outcomes outlined within the agreement with the funding source.

## Policy 397.419(2)(f) Incident Reporting Procedures

In the event of emergency staff/volunteers will contact via the chain of command until someone is reached.

Additionally, as per our contracts with funding sources the Drug Prevention Resource Center dba InnerAct Alliance will comply with all Incident Reporting procedures required of providers. If providing service in the school system or other governmental institution, incident reporting and the primary incident management falls to the host personnel from the host school.

When events or services are provided by InnerAct Staff and no other “host” is responsible for facility and attendees, then the staff is responsible to follow the following procedures:

* 1. Phone calls are made to the appropriate medical, emergency or law enforcement personnel in the event of critical health or safety incidents.
	2. All staff are mandatory reporters. This means that all knowledge, reasonable suspicion or allegations of abuse, neglect, or exploitation of a child, disabled person or elderly person must always be reported immediately to the Florida Abuse Hotline on the statewide toll-free number (1-800-96-ABUSE) and appropriate local advocacy committees as required by law.
	3. New staff members will be trained within 5 days of hire as to proper incident reporting procedures as part of the new staff orientation.

*Policy (397.419 (5-7).* Incident reporting is the affirmative duty of all staff. A person who files an incident report may not be subjected to any civil action by virtue of that incident report. Records and/or meetings relating to the reporting of an incident are confidential and exempt from provisions of 119.07(1) and s. 24(a) Article I of the State Constitution.

#### Procedure

* + 1. When reporting incidents, call the Executive Director. NOTE: Executive Director is required to forward any significant incident report immediately to all funders who require notices. Board President will also be contacted at the same time. This notice must have incident report attached.
		2. If unable to reach Executive Director, call the President of the Board first.
		3. If the President of the Board is unavailable, and then call First Vice President, then Second Vice President if necessary.
		4. If the circumstance dictates, follow incident reporting protocol of Funder.

4a. Electronic, written reporting will be made to the Central Florida Behavioral Network and/or other appropriate funders within 24 hours of discovery. (in compliance with SC ROP 215-4.)

* + 1. Staff shall keep all incident reporting files in a locked and confidential location.

5a. Do not make statements to the media. Refer all questions to the Executive Director or other designated staff.

* + 1. Always include the incident reporting training in the new staff orientation.
		2. Incident Reports will be submitted on a monthly basis to funders who require notification.
		3. Incident Reports will be collected and filed by fiscal year in a separate file that can be locked.
		4. Incident Reports will be reviewed annually by the Finance and Operation Committee to determine that policy changes are needed based on trend analysis. See self-audit policy.
		5. All Incident Reporting Procedures will subject to review by funders and changes made as needed.
		6. Child deaths that fall within the scope of CFOP 175.17 will be reported according the requirement of said procedure. For Example for the State of Florida and any related funders the policy will be as follows Child Deaths that fall within the scope of CFOP 175-17, Child Death Review Procedures, are reported according to the requirements of Part 10(b) (1) and (2) of that procedure. This requires immediate oral notification followed by written notification within one working day for:
			1. Any child death that involves allegations of abuse or neglect, or
			2. Any child death discovered during the course of an investigation, or
			3. Any child who was receiving protections services at the time of death.
		7. Incident categories required by CARF and various funders include the following which are highly unlikely to occur in the classroom setting but for which we will follow our incident procedures listed above. These categories are as follows

a. Medication Errors – no medications are administered by the InnerAct Alliance or its subsidiaries.

1. Use of Seclusion-no use of seclusion is administered by the InnerAct Alliance or its subsidiaries.
2. Use of Restraint - no restraints are administered by the InnerAct Alliance or its subsidiaries.
3. Injury
4. Communicable Diseases
5. Infection Control
6. Aggression or Violence
7. Unauthorized Use or Possession of Weapons
8. Wandering
9. Vehicular Accidents
10. Biohazardous Accidents
11. Unauthorized Use or Possession of Licit or Illicit Drugs,
12. Abuse, Neglect, and other sentinel events
13. Any incident that may put the agency or its funders in a negative light in the media.

## Policy 397.419(3)(4) Quality Assurance Responsibility

The Assurance of Quality program shall be the responsibility of the Executive Director subject to review and approval of the Drug Prevention Resource Center dba InnerAct Alliance Board of Directors. There will be a staff member designated by the Executive Director to assist with Quality Assurance.

*Policy 397.419 (8)(a-e) & 9(a)* The quality assurance program shall be implemented as part of the funder’s i.e. DCF’s contract management process. This program shall: track performance measures and standards established by legislature as part of the performance-based program budgeting process, including outcome measures, incorporating best practice models for use in improving performance in those areas which are deficient, laying out a system of reporting results of quality assurance reviews and incorporate a peer review process in its protocol. This peer review will include review by both funder’s staff and other providers.

#### Procedure

1 Staff will supply all records as requested by DCF and other Grantors. Staff shall comply with all requests of Contract Manager within the agreement of the contract.

1. A monitoring report submitted monthly evaluation results for programming of the agency UNLESS an outside source in contracted to perform evaluation.
2. An analysis of all critical incidents will be made annually (see self-audit policy) by the Finance and Operations committee. This report will be submitted annually to the Board of Directors. The Finance and Operations Committee will keep a written record of meetings in the form of minutes.

**Performance Improvement Policy/Plan**

All programs, events and projects of InnerAct Alliance will be studied by staff, board and participants when possible in order to seek quality improvement opportunities.

**Procedure**: InnerAct Alliance board and staff will use the Plan-Do-Check-Act or when more appropriate the Strategic Prevention Framework to plan, implement and evaluate all programs, events and projects. When participant input is required there will be surveys and/or other tools to collect their perceptions anonymously.

## Policy .004(3) (a-c) Governance & Management

The Drug Prevention Resource Center dba InnerAct Alliance is a legally constituted entity. The agency is a not-for- profit as per Section 397.311, F.S. has a governing body (its Board of Directors) that sets policy. The Board of Directors maintains a record of monthly meetings where business is conducted relative to operations. Copies of these meeting minutes are sent upon approval to the contract manager of state/federal funding. Records are a matter of public access when providing them does not violate HIPPA or other laws surrounding confidentiality. If appropriate the records in question can be made available to others upon request.

#### Procedure

* 1. Staff is responsible to record, submit meeting minutes for board approval and send a copy of document to contract manager upon board approval.

## Insurance Coverage

In regard to liability insurance coverage, Drug Prevention Resource Center dba InnerAct Alliance shall assess the potential risks associated with the delivery of services to determine the amount of coverage necessary and shall purchase policies accordingly.

#### Procedure

Executive Director or designee will evaluate insurance coverage annually to determine its appropriateness.

***Chief Executive Officer (Executive Director)*** - The Board of Directors shall appoint the Executive Director. The qualifications and experience required for the position shall be defined in the Personnel Policies and Procedures (see Job Descriptions included within Personnel Policies as Addendum #2) Documentation shall be

available in the Executive Director’s file that a Level II background screening every five years has been completed and there were no disqualifying offenses. Drug Prevention Resource Center dba InnerAct Alliance shall notify the DCF district office or their designee in writing when a new Executive Director is appointed. The Executive Director shall have signing authority and will speak for the agency.

.004(4)

# Drug Prevention Resource Center dba InnerAct Alliance, Inc.

**Personnel Policies**

The following practices will act as a guide to the Board of Directors, to the Advisory Board, to the

Executive Committee, to the Executive Director, and to the staff in personnel matters. It shall be the joint responsibility of the Executive Committee and the Executive Director for the interpretation of these policies, as delegated by the Board of Directors.

Drug Prevention Resource Center dba InnerAct Alliance, Inc. makes every effort to recruit and select qualified personnel regardless of age, race, color, gender, religious creed, national origin, political opinions or affiliations, marital status, or disability. It is the goal to have a staff who reflects the population of our service area. Note that the priority is to hire best qualified applicant regardless of ethnicity, gender or other status. Furthermore, it is impossible to state all the conditions of employment and all the principles that guide employees in the performance of their duties. This policy manual is intended to provide general information about policies currently in effect. Conditions and circumstances, as well as laws are subject to change at any time; therefore, the Drug Prevention Resource Center dba InnerAct Alliance reserves the right to change these policies and other information contained herein at any time without prior notice.

## Section 1-Employees

#### Part A. Recruitment and Selection of prospective employees

1. **CLASSIFICATION**
	1. *Regular full-time staff*: The working schedule for full-time staff members is based on an eight hour day with one hour for lunch or a forty hour week with 5 hours for lunch, making a 35 hour working week. Regular working hours will be 8:30 a.m. – 4:30 p.m. unless otherwise specified by the Executive Director according to the needs of the office.
	2. *Regular part-time staff*: An individual employed on a part-time basis for a minimum of twenty hours weekly.
	3. *Temporary staff*: An individual employed on a temporary basis for a defined period of time for a specific job or program.
	4. *Hourly Employee*: an individual employed for a defined number of hours per week at a set hourly rate. Hours may vary depending upon funding sources.
	5. *Contract Employee*: an individual contracted to provide specific programs. A set fee is paid per session.
2. Job Classification numbers are assigned to each employee and defined in each job description
3. Job descriptions (which include required qualifications and experience) for all agency positions including that of the Executive Director (CEO) are attached as addendum #2.

#### Part B. Probationary Periods

1. A letter of employment stating salary, date of employment, training requirements and length of probationary period will be prepared in duplicate.
2. One copy is returned to the Executive Director and becomes part of the employee’s permanent file. Staff has a probationary period of six months. During this time, employment may be terminated with 24 hours written notice by either party.
3. A probationary review will be done prior to the granting of permanent employment status.
4. End of probationary period for Insurance and other benefits will occur after 3 months of employment.

#### Part C. DRIVING RECORDS

1. Proof of insurance (car) on bi-annual basis as well as a good driving record is required of all employees.
2. Drug Prevention Resource Center dba InnerAct Alliance reserves the right to conduct background checks with the assistance of the DMV and other law enforcement agencies.

#### Part D. EVALUATIONS

1. All personnel shall have a performance evaluation prior to any raise, whether budgeted or merit.
2. All personnel shall be evaluated at least annually, and more frequently as warranted and at the discretion of the Executive Director and/or Grantors .
3. Such evaluations shall become part of the permanent file of the employee and shall be kept strictly confidential, available only to management or board members on a need to know basis.
4. It is the responsibility of the Executive Director to perform and review and/or approve the evaluations of all employees.
5. The Executive Committee evaluates the Executive Director.

#### Part E. SALARIES

1. All salaries and salary ranges are reviewed annually by the Executive Committee.
2. Salary increases based on job performance may be announced at any time during the year while annual evaluations should be done at the anniversary of hire.

#### Part F. PAY PERIOD

1. The pay period runs from the first of the month to the fifteenth and from the sixteenth to the last day of the month
2. Pay day falls one week after the end of the pay period
3. When pay day falls on a weekend, staff will make every effort to release checks on the Friday just prior to pay day.

#### Part G. DEDUCTIONS

1. Federal withholding tax, and Social Security contributions are withheld from the salaries of employees.
2. Payroll deductions may be made to the United Way or other entities as requested by staff and approved by the Executive Director.

#### Part H. WORKERS’ COMPENSATION

I. Drug Prevention Resource Center dba InnerAct Alliance provides workers’ compensation insurance to qualified employees in accordance with Florida’s workers’ compensation laws.

#### Part I. UNEMPLOYMENT COMPENSATION

1. Employees who are laid off or terminated through no fault of their own may be entitled to unemployment compensation benefits under Florida law.
2. If employee is laid off or otherwise terminated, he/she should contact your nearest Bureau of Unemployment Compensation of the Department of Labor and Employment Security to ascertain your rights to these benefits.

#### Part J. EXPENSES AND FEES

1. With prior approval, staff members will be reimbursed for out-of-pocket expenses directly connected with the discharge of their duties. Every effort should be made to use tax exemption certification to avoid paying sales tax. If tax is paid, InnerAct may NOT reimburse the tax portion to the employee.
2. Reimbursable expenses include transportation at the amount per mile allowed by State of Florida when using personal vehicles plus incidentals when related to official business as approved by the Executive Director.
3. Staff members required to use air transportation will be reimbursed at coach fare rates.
4. If a staff member chooses to drive and flying is less expensive, reimbursement will be at the coach airfare rate.
5. Board or staff members who require expenditures to be reimbursed must fill out a reimbursement form. Appropriate receipts must be attached.
6. Reimbursement rates for per diem may vary depending on location of training. IF cost per living is higher than the norm then a high end rate may be used.

#### Part K. TERMINATION OF EMPLOYMENT AND DISMISSAL

1. Employees who wish to resign from their position are requested to give a minimum of four (4) weeks notice.
2. Drug Prevention Resource Center dba InnerAct Alliance reserves the right to hire and terminate with or without cause in compliance with current State and Federal laws.
3. Generally, termination of employment for cause will follow corrective counseling; however, immediate termination may result following violation of these policies or other rules and regulations which may, from time to time, be adopted by the Board or Executive Committee.

#### Part L. DISCIPLINARY ACTION

1. When an employee’s action requires a reprimand, such reprimand should be acknowledged in writing with a copy to the employee and the original to the employee’s personnel file. The employee will sign the original.
2. An employee’s refusal to sign does not negate the document or action taken.

#### Part M. REDUCTION IN STAFF

I. When reorganization makes it necessary to reduce staff size, the Drug Prevention Resource Center dba InnerAct Alliance will attempt to give advance notice to each employee as soon as possible.

## Section 2. Ethical Conduct

*STANDARDS OF CONDUCT*

The agency has high expectations of its staff. All employees are expected to conduct themselves professionally while carrying out the mission of the Drug Prevention Resource Center dba InnerAct Alliance. The following Standards of Conduct indicate the professional manner expected at Drug Prevention Resource Center dba InnerAct Alliance:

#### Part A. Personal Appearance

1. Business attire is the style of dress to be worn in the agency.
2. This means men are to wear appropriate business attire and females are to dress in an equivalent manner.
3. Employees are encouraged to take pride in their personal appearance. All business attire is to be clean and in good taste.
4. Inappropriate business attire includes: blue jeans, beach sandals, slippers, clogs, short shorts or skirts, low cut blouses or sundresses, tee shirts, hats or body shirts.
5. Drug Prevention Resource Center dba InnerAct Alliance has adopted Fridays as “Casual Day” in the office. Should the employee choose casual attire it must be Drug Prevention Resource Center dba InnerAct Alliance shirts and jeans, slacks or skirts.
6. One shirt will be provided per employee. Employees in the field may choose to use this style of dress on any day of the week IF it is appropriate for the service and location. Jeans and t-shirts may be allowed when part of the program.

#### Part B. Punctuality

1. Regular office hours are from 8:30 a.m. to 4:30 p.m., Monday through Friday, with one hour for lunch.
2. All employees are expected to report to work punctually as scheduled and be at the proper workstation, ready for work at the assigned time.
3. Excessive Tardiness and/or Absenteeism are prohibited.

#### Part C. Courtesy and Service

1. Drug Prevention Resource Center dba InnerAct Alliance staff should conduct themselves in a professional and courteous manner in relation to the public, board members and fellow staff members at all times.
2. Since Drug Prevention Resource Center dba InnerAct Alliance is judged to a great extent by its personnel, it is most important that employees maintain conduct above reproach at all times.

#### Part D. Telephone Usage

1. When talking on the telephone, employees should remember that they represent Drug Prevention Resource Center dba InnerAct Alliance.
2. All telephones are to be answered promptly (within 3 rings), and in a business-like and pleasant manner.
3. Local personal calls must be kept short, and to a minimum. Whenever possible, personal calls should be made during lunch hours or before/after working hours.
4. Long distance calls add to the cost of doing business. Keep them to a minimum (e-mail may be an option).
5. Charge all personal long distance calls to your home number.

#### Part E. Language

1. Employees of Drug Prevention Resource Center dba InnerAct Alliance are expected to represent the agency in a positive manner.
2. Profanity, emotional outbursts and unkind comments are unacceptable uses of language.
3. Negative comments regarding Drug Prevention Resource Center dba InnerAct Alliance, its staff, programs or leadership is not acceptable.
4. Malicious gossip or the spreading of rumors is strictly prohibited.

#### Part F. Confidentiality

1. Employees of Drug Prevention Resource Center dba InnerAct Alliance are expected to keep all client information strictly confidential.
2. A client would include all attendees of Drug Prevention Resource Center dba InnerAct Alliance programs and events or makers of help line requests.
3. Additionally all personal matters divulged by clients, internal matters of the agency or personal business of fellow employees are all considered confidential and should not be repeated.

#### Part G. Documentation

I. Accurate, honest reporting of all time, mileage and client information reports is expected of all Drug Prevention Resource Center dba InnerAct Alliance employees.

#### Part H. Property

I. All monies, materials, equipment and supplies that are the property of Drug Prevention Resource Center dba InnerAct Alliance should be respected as such by its employees.

#### Part I. Subordination

1. Each employee is expected to fulfill all the duties listed in his/her job description.
2. Additionally, a high degree of teamwork is necessary at the staff level. Therefore all employees are expected to give their assistance to others when needed or requested by the Executive Director.
3. Failure to complete routine duties or special requests in a timely manner OR refusal to perform these duties will be considered insubordination.

#### Part J. Breach of the Code of Conduct

While every breach of the code of conduct will be discussed thoroughly with the employee to ascertain all the circumstances surrounding the incident and the Executive Director will make every effort to find a solution to avoid further offenses, some infractions will lead to immediate dismissal.

1. In other cases the following protocol will be followed:
	1. For 1st and 2nd offenses ~~-~~ breaching the Code of Conduct will result in a consultation with the Executive Director and or supervisor where there will be a corrective action plan and documentation of the offense placed in the employee file signed by both the employee and the Executive Director.
	2. The 3rd offense breaching the Code of Conduct will result in a consultation with the Executive Director where there will be a corrective action plan and documentation of the offense placed in the

employee file. At this time a final written warning that further offenses will lead to dismissal will also be placed in the employee’s file signed by both the employee and the Executive Director.

* 1. The 4th offense will mean automatic dismissal.

## Section 3.Confidentiality of client records

#### Confidentiality

* + 1. While Drug Prevention Resource Center dba InnerAct Alliance does not keep any records of participants, all information shared during program sessions are kept confidential.
		2. Staff is trained to share with all participants that their attendance and commentary during programs are confidential.
		3. All requests for information or referrals shall be kept confidential as required by law. This aspect is most important for all persons involved with the Drug Prevention Resource Center dba InnerAct Alliance programs, including both staff and volunteers. (See Part E under Code of Conduct)

## Section 4. Attendance and Leave

#### Part A.PAID HOLIDAYS

1. ***Paid Holidays***

All regular full-time and regular part-time staff are eligible to be paid for the following holidays: NEW YEAR’S DAY

MARTIN LUTHER KING DAY

GOOD FRIDAY

MEMORIAL DAY INDEPENDENCE DAY LABOR DAY

THREE DAYS AT THANKSGIVING

WEEKDAYS BETWEEN CHRISTMAS AND NEW YEAR’S DAY

1. Regular full-time staff are eligible for 7 hours of pay per holiday; regular part-time staff are eligible for 20% of total hours of regular work week of pay per holiday.

#### Part B. Funeral Leave

1. All regular full-time and regular part-time employees are eligible to be paid for up to 3 working days due to the death of an immediate family member.
2. Immediate family member shall be defined as spouse, grandparents, parents, brothers, sisters, children, stepchildren, and grandchildren of the employee or his/her spouse and any family member living in your household.
3. Regular full-time employees are eligible for 7 hours of pay per funeral day and regular part-time employees are eligible for 20% of total hours of pay per funeral day.

#### Part D. Jury Duty

1. While serving on jury duty, staff members receive their full salary minus any jury duty compensation.
2. If full-time attendance is not required while on jury duty, the staff member is expected to report to work. The form to fill out should be requested from the designated employee.

#### Part E. ACCRUED TIME OFF (ATO)

* 1. All regular full-time employees (35 hours per week) shall be eligible after six months of employment to accrued time off (ATO) which will be used for vacation and sick leave.
		1. Up to three days may be utilized for emergency time-off during the probationary period.
	2. Regular full-time employees shall earn 17 working days of paid accrued time off on an annual basis (4.61 hours will be accrued each pay period and placed in the employee’s ATO bank). At the completion of 5 consecutive years of employment, 23 working days will be earned (accrued at

 6.15 hours every two weeks).

* 1. Regular part-time employees (a minimum of 20 hours per week) shall earn 9 working days of paid accrued time off annually (2.30 hours per pay period). After 5 consecutive years of employment, regular part-time employees (3.07 hours per pay period) will earn 12 working days.

VI. All eligible employees must submit a request for vacation in writing to the Executive Director with a minimum of 2 weeks notice for a week or more.

1. While every effort will be made to accommodate employee’s request, the Executive Director has the right to deny any vacation ATO requests that may interfere with normal operations of the agency.
2. All employees must notify the Executive Director (or his/her designee) via telephone or in person before initiating leave for reasons of illness. Except in unusual circumstances, the employee is expected to notify the Executive Director via telephone at his/her home on the evening prior to a missed workday.
3. Upon termination, if in good standing an employee will be eligible for that year’s unused ATO and up to 10 days carried over from prior years. An employee may carry over days of ATO each year up to a maximum of 10 days. The employee may never accrue in excess of one year’s ATO plus 10 days carryover. Employees who are on probation or who have been terminated for disciplinary reasons will not be eligible to be compensated for unused ATO.
4. ATO cannot be taken before the time is earned.
5. ATO for sick leave may be granted for the following reasons:
	* 1. The employee’s personal illness, injury, or exposure to a contagious disease, which would endanger others.
		2. The employee’s personal appointments with a doctor, dentist, or other recognized practitioner when it is not possible to arrange such appointments for off-duty hours.
		3. Illness or injury of a member of the employee’s immediate family, up to a maximum of six (6) days during any calendar year.
6. Drug Prevention Resource Center dba InnerAct Alliance will allow teachers performing programs for the agency to opt for a schedule that is similar to that of the local school board IF the employee follows an approved schedule that meets all of the requirements of the program in terms of hours of service, clients served and other duties outlined in the job description. Following the school schedule will mean that the employee opts out of the ATO benefits.

#### Section 5.Employee Grievances Policy and Procedure

1. Dissatisfaction arising over the interpretation or application of the terms of these personnel policies or other condition of work shall be handled in accordance with the following procedures:
	1. The employee confers with the person to whom he/she is immediately responsible.
	2. If a mutually satisfactory understanding is not reached through such a conference, the staff member may notify the direct supervisor that he/she wishes to further discuss issue at the next level within ten business days. The appropriate form should at this point be utilized.
	3. If the dissatisfaction is still unresolved, the employee has the option of presenting the grievance in writing to the President of the Board within ten days.
	4. The Executive Committee may conduct interviews, request a written statement from management staff, attempt to mediate the dispute, and make recommendations to the Board for action. The Board in its sole and sound business discretion shall determine final disposition by a majority vote within 60 days.

## Section 6. Non-discrimination

#### NONDISCRIMINATION POLICY

No person shall, on the basis of age, race, color, gender, religious creed, national origin, political opinions or affiliations, marital status, or handicap be subjected to unlawful discrimination under any program or activity provided by Drug Prevention Resource Center dba InnerAct Alliance.

## Section 7. NONRETALIATION POLICY

#### NONRETALLIATION POLICY

No person shall be retaliated against, harassed, intimidated, threatened, coerced or discriminated against for making a charge, testifying, assisting or participating in any manner in an investigation, proceeding, or hearing or for opposing alleged unlawful discriminatory practices prohibited by any related Federal law.

## Section 8. Whistleblowing Policy

Part A**. *Policy***

*The* Drug Prevention Resource Center dba InnerAct Alliance *will not retaliate against any employee, who in good faith, brings forth a complaint or protest concerning the* Drug Prevention Resource Center dba InnerAct Alliance *and its practices. An employee is protected from retaliation if the employee brings the alleged unlawful activity, policy, or practice to the attention of the* Drug Prevention Resource Center dba InnerAct Alliance *and provides the* Drug Prevention Resource Center dba InnerAct Alliance *with a reasonable opportunity to investigate and correct the alleged unlawful activity. The purpose of the Whistleblower policy to not only to protect employees, but to ensure the* Drug Prevention Resource Center dba InnerAct Alliance *is held accountable on all levels of action.*

Procedure:

I Every employee, Officer, Board member, and volunteer has the responsibility to comply with the Whistleblower policy.

1. Every employee, Officer, Board Member, and volunteer has the duty to report any unlawful actions or questionable decisions that do not comply with the Drug Prevention Resource Center dba InnerAct Alliance policies and procedures to their immediate supervisor along the chain of command, established by the Drug Prevention Resource Center dba InnerAct Alliance.
2. If the complaint or protest was made in good faith, the Supervisor has the responsibility to investigate the complaints merits.
3. If the complaint warrants greater attention due to severity, the complaint will be addressed by higher powers of authority within the Drug Prevention Resource Center dba InnerAct Alliance.
4. The person who made the complaint and the follow up investigation will be held as confidential as possible.

## Section 9. EQUAL EMPLOYMENT OPPORTUNITY POLICY

Drug Prevention Resource Center dba InnerAct Alliance assures to each applicant or employee an equal employment opportunity without regard to a person’s age, race, color, gender, religious creed, national origin, political opinions or affiliations, marital status, or handicap, except when such requirement constitutes a bona fide occupational qualification necessary to perform the tasks associated with the position.

1. Such equal employment opportunity will be attained using both objective and subjective merit principles and shall apply to agency practices relating to recruitment, examination, appointment, training, promotion, demotion, compensation, retention, discipline, separation, or other employment practices.
2. Any applicant or employee who believes that he or she has been discriminated against may file a complaint with the Florida Commission on Human Relations within 180 days of the action.

## Section 10. Drug Free Work Place

1. Drug Prevention Resource Center dba InnerAct Alliance is a drug-free workplace and all new employees can be drug tested.
2. No employee shall misuse alcohol, other legal drugs or use illicit drugs.
3. Smoking shall not take place on Drug Prevention Resource Center dba InnerAct Alliance property nor location where Drug Prevention Resource Center dba InnerAct Alliance activity is taking place.
4. No applicant will be considered for hire from this date forward (2/24/03) who has used any tobacco products within one year of application date.

## Section 11. PERSONNEL RECORDS

1. All new employees must submit personnel data within 5 working days. Drug Prevention Resource Center dba InnerAct Alliance in turn must process all personnel data within 5 working days.
2. Personnel file will also include job description, application, annual performance appraisal, signed document indicating that the employee has received new staff orientation and understand the personnel policies , standards of ethical conduct, abuse reporting procedures, and policies regarding client rights and confidentiality; a verified or certified copy of degrees, licenses, or certificates of each employee, documentation of employee screening, documentation of required staff training.
3. Personnel files will be kept in a locked location only accessed by Executive Director and Office Manager or designated staff member.
4. Any requests for information should go to Executive Director.

## Section 12. Screening of Staff

1. All staff members shall be fingerprinted and have a background check and local completed before hire date.
2. In addition, individuals shall be re-screened within 5 years from the date of employment. Rescreening includes level II screening in accordance with Chapter 435, F.S. (includes local)
3. E-Verify, Florida New Hire and I-9 are to be completed before establishing employee Hire Date

## Section 13. Reporting Abuse, Neglect, Deaths

*Policy .004(27) Reporting of Abuse, Neglect and Deaths*

All staff of the Drug Prevention Resource Center dba InnerAct Alliance shall adhere to the mandatory reporting requirements for suspected abuse (Chapter 39, F.S. for children and 415.1034, F.S. for adults) and neglect. Each employee is given emergency phone numbers including child abuse hotline which will be both posted at each desk and included in employee notebooks.

#### Policy .004(27)(a-d) Incident Reporting

Incident Reporting shall be conducted in accordance with DCF Operating Procedures 215-6 and shall be incorporated into Drug Prevention Resource Center dba InnerAct Alliance’s policies and procedures. This document is attached as an addendum to the policies and procedures and includes a broad definition of “incident”.

* 1. Written incident reports will be filed within one (1) day to the Contract Manager with the district Alcohol, Drug Abuse & Mental Health Program Office. Employee training in reporting procedures and requirements that includes the affirmative duty requirements and protections of Chapter 415, F.S. and Title V of the Americans with Disabilities Act. The agency will comply with all reporting, tracking, and responding to incidents in accordance with department regulation.

## Section 14. Time sheets/schedules

1. All time sheets must be submitted within assigned time period.
2. Failure to do so will result in a written notice from the Executive Director.
3. Travel reimbursement will also be submitted at the same time.

## Section 15. Financing

No loans or advance paychecks will be afforded to any staff members.

## Section 16. Client Rights

*Policy .004 (29) Client Rights*

All participants of programs administered by the Drug Prevention Resource Center dba InnerAct Alliance are guaranteed the protections of fundamental human, civil, constitutional and statutory rights. Basic client rights shall include provisions for informing clients of their rights and responsibilities (including ADA Act – Deaf and Hard of Hearing,) assisting in the exercise of those rights (including interpreters and assistive devices for the Deaf and Hard of Hearing,) and an accessible grievance system for resolution of conflicts.

1. Drug Prevention Resource Center dba InnerAct Alliance allows for provisions assuring that a grievance may be filed for any reason with cause.
2. The agency will provide the prominent posting of notices informing clients of the grievance system; access to grievance submission forms; education of staff in the importance of the grievance system and client rights; specific levels of appeal with corresponding time frames for resolution; timely receipt of a filed grievance; the logging and tracking of filed grievances until resolved or concluded by actions of the

provider’s governing body; written notification of the decision to the client; and analysis of trends to identify opportunities for improvement.

## SECTION 17. TRAINING

***POLICY .004(31) (a-e) TRAINING****-* Training/Continued Education/Certification

The Drug Prevention Resource Center dba InnerAct Alliance shall have an Annual Training Plan to meet required education by various groups as well as fulfill agency goals for staff development. The following training requirements apply to every employee at Drug Prevention Resource Center dba InnerAct Alliance as stated in the Florida Administrative Code (65D30):

* 1. 16 hours per year in Drug Prevention or fields related to their duties.
	2. Program Coordinator shall oversee completion of the staff development plan.
	3. Employees are to work with the designated staff member to ensure that all training requirements are met and documented in his/her personnel file.
	4. All staff trainings shall be documented within each individual’s personnel file.
	5. Twenty (20) hours of training for direct service employees will be required for 1st year – 16 hours thereafter.
	6. For those courses not specifically required, the employees of Drug Prevention Resource Center dba InnerAct Alliance will receive training in subjects related to Level I/Level II prevention.
	7. The Executive Director will approve the information covered in advance and employees will be required to provide documentation that training was accomplished.
	8. Teacher recertification courses do not qualify for part of continued education requirement UNLESS course is specifically related to Level I or Level II Prevention Services.
		1. Therefore teachers may not be paid NOR compensated NOR reimbursed for these types of course work.
		2. Course work for the pursuit of certification in the prevention field would qualify for continued education requirements.
	9. As per Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, The Age Discrimination in Employment Act of 1967 & 1975 and ADA, Training in diversity and sexual harassment is required of employees annually.
	10. New employees will receive training in HIV/AIDS and CPR within the first 6 months and every 2 years thereafter.
	11. New employees will receive basic science-based prevention education within the first year of employment.
	12. All employees will receive science-based education annually thereafter.
	13. Any direct service employee not acquiring the necessary training by his/her anniversary date (within fiscal year thereafter) each year, will be given a written notice and a 30 day period to complete the training, otherwise they will be terminated.

## Part A. Training Reimbursement.

1. If Drug Prevention Resource Center dba InnerAct Alliance employees take courses or apply for certifications or licenses, the agency may reimburse the expense for those items.
2. Reimbursement will be equivalent to public, or state college or university credit hour cost.
3. However, if the employee should leave the agency within one (1) year of the expense, she/he will be required to reimburse the agency for the certification and/or course work.

IX. All course work must be relevant to the employee’s position and receive prior approval by the Executive Director.

1. The employee must provide documentation of passing grade (C or better) or certificate of completion.

## Section 18. Facility Standards

*Policy .004(34) (f-k)*

Employee safety is important and efforts will be made to make sure the work environment is safe.

* 1. If an area is believed to be unsafe by an employee, he/she needs to provide this in written form to the Executive Director who will be responsible for the reasonable correction of the situation.
	2. Fire exit drill training will be held quarterly and documented.
	3. In the event of an impending natural disaster, hurricane, etc., the office will be closed and all personnel are to immediately proceed to an area of safety.
	4. Employees conducting programming on site, other than Drug Prevention Resource Center dba InnerAct Alliance office (if non-governmental building) MUST request and receive proof that a current fire safety inspection certificate is on file at that satellite service site.
		1. InnerAct Alliance will have procedures to respond to medical emergencies on site. Employees should follow host agency/school medical emergencies when off site.

## Section 19. Disaster Preparedness Plan

*Policy .004(34) (g)*

* + - 1. The Drug Prevention Resource Center dba InnerAct Alliance will determine necessity to close business in cases of natural or other disasters (bomb threat, utility failures, medical emergencies safety during violent or other threatening situations) with the following guidelines.
				1. It will follow Polk County School Board’s example for school closures
				2. It will notify other (non-school-based) participants in the event of closure due to disaster.
				3. Staff members are to call the Drug Prevention Resource Center dba InnerAct office on morning of impending disaster to ascertain whether agency is closing.
				4. Should disaster occur without warning during the operational hours of Drug Prevention Resource Center dba InnerAct Alliance, staff is to follow directions of Executive Director, who will determine most prudent course of action based upon local news reports and Emergency Services recommendation.
				5. Drug Prevention Resource Center dba InnerAct Alliance Board of Directors will review this plan annually to access its appropriateness.
				6. The agency will hold at least one disaster drill every year. (See InnerAct Alliance’s Disaster Preparedness Policy attached as Addendum #3).
			2. Training of staff on Disaster Preparedness Plan will be held as part of the New Staff Orientation.

## Section 20. Compliance with Local Codes

All licensed facilities used by a provider shall comply with fire and safety standards enforced by the State Fire Marshall, pursuant to Section 633.022, F.S. rules established pursuant to Rule 4A-44.012, F.A.C. and with health and zoning codes enforced at the local level. Drug Prevention Resource Center dba InnerAct Alliance shall update and have proof of compliance with local fire and safety inspections annually. Drug Prevention Resource Center dba InnerAct Alliance shall update and have proof of compliance with local zoning codes enforced at the local level annually.

## Section 21. Standards for Prevention

*Policy 65D-30.013*

*Licensing*

1. Level 1 and Level 2 Prevention License shall be displayed in a prominent, publicly accessible place within Drug Prevention Resource Center dba InnerAct Alliance facility.
2. The License is valid for a period of 12 months from date of issuance.
3. Annual application for renewal will be submitted to the department (DCF) within 60 days before the license expires.
4. Staffing levels and maintained as required by applicable rules and statutes and licensing standards. Please note Board of Director has given Executive Director flexibly to substitute experience for degree when viable degreed applicants are not available.

## Section 22. General Procedural Policies

#### Part A. Applicants/New Hires

* 1. The following processes must be completed before a start date can occur with new employees.
		1. Good Moral Character form signed and notarized
		2. Local and Level 2 background checks will be completed
		3. I9 will be submitted by employee
	2. Drug Prevention Resource Center dba InnerAct Alliance will adhere to State and Federal law which requires employers to provide information to the Florida Department of Revenue on newly hired or rehired employees within 20 days of their hire date. This law is effective for the employees hired on or after 10/01/98. Forms can be obtained from the Florida Department of Revenue or from the Internet ([http://www.fl-newhire.com](http://www.fl-newhire.com/)).
	3. Under the Immigration Reform and Control Act of 1986, Drug Prevention Resource Center dba InnerAct Alliance will require that each new employee provide proof of eligibility to work. This will include completing the Immigration and Naturalization Service (INS) Form I-9, Employment Eligibility Verification Form. Must completed before establishing a date of hire.
	4. Applications will be kept for a minimum of one (1) year.
	5. Agency will conduct and document a 2-year employment history check on all potential employees.
	6. Applicants are required to submit 3 written recommendations from persons other than relatives.
	7. Approval by the Board is required prior to hiring of the Executive Director. All other hires are approved by the Board during the probationary period. Documentation of this approval is placed in the employee record.
	8. New Employee Orientation will be held for all employees within first 5 days of employment. Orientation will include overview of programs, review of all bylaws, policies and procedures, procedural orientation all office and specific job duties. Employee will sign document that states he/she has received orientation and this document shall appear in his/her personnel file.
	9. Personnel files shall include individual’s current job description, employment application and/or resume, annual performance appraisal, signed document indicating that the employee has received new staff orientation and understands the policies, infectious disease risk of working at the agency, the provider’s universal infection control procedures, standards of ethical conduct including sexual harassment, abuse line reporting procedures, and policies regarding client rights and confidentiality.
	10. A verified or certified copy of degrees, licenses or certificates of each employee must be obtained by the employee and will be placed in his/her file within 5 days of hire date. Acceptable verification is defined as official transcripts OR letter from college on school letterhead.
	11. Staff must have required credentials to apply with applicable rules, statutes programs and specific programs and standards.

## Part B. Prevention Program Description

1. The Drug Prevention Resource Center dba InnerAct Alliance’s Program Description is submitted annually to the funder
2. This document includes a description of Level 1 and Level 2 Prevention practices available to the community through the agency.
3. This Description includes target population, relevant demographic factors, risk and protective factors addressed by programs, how effectiveness is evaluated, staffing patterns, referral availability for participants.

## Part C. Referral Plan

1. Each staff member will be trained on referral procedures of the agency during their New Employee Orientation.
2. At such time a directory of available treatment facilities and other human services will be given to employees to use during referral phone calls or face-to-face inquiries.
3. Deaf and Hard of Hearing issues are typically handled by the school that hosts our programs. However, in the event of a client who is not served by school personnel it will be staff responsibility to attain any and all hearing device or professional assistance as needed. **Procedure** – when hearing assistance is needed, the staff person in charge will notify the Executive Director and the two employees work together to secure all assistance needed within 48 hours. If auxiliary aid or service is ineffective the staff will reschedule service within 48 hours and secure more effective aid. Note no client will be denied based upon disability.

## Part D. Evaluation

1. The Board of Directors will evaluate the effectiveness of all prevention services annually through its annual Board Retreat and surprise audit.
2. Additionally its Education, Finance and Executive Committees are constantly focused on various aspects of the agency’s programs and operations.

## Part E. Activity Logs for Level 1 and Level 2 Prevention

1. Activity Logs for Drug Prevention Resource Center dba InnerAct Alliance shall be maintained for all prevention activities.
2. The following data will be reflected in these logs:
	1. characteristics of target population
	2. risk and protective factors to be addressed;
	3. duration of activities
	4. number of participants
	5. location of service delivery
	6. tracking of attendance when appropriate to program.

## Part F. Client Grievance Policy

Clients of Drug Prevention Resource Center dba InnerAct Alliance are guaranteed the protection of fundamental human, civil, constitutional, and statutory rights. A copy of grievance procedures are available on request.

Parent/guardians of clients will be notified of grievance contact information via letter sent home prior to services being rendered.

Client Grievance Procedures:

1. The letter shall contain the following: “If you have any questions, please contact the Executive Director by phone at 863-802-0777. Should you have any concerns about our services please contact the Executive Director or if not satisfactory, you may contact Central Florida Behavioral Health Network at 813-740-4811.”
2. In the event of a grievance against the agency on the part of a client, staff is instructed to direct said client to the Executive Director.
3. The Executive Director will attempt to resolve the issue with the client.
4. If the client is still dissatisfied, the grievance will be submitted in writing to the Executive Committee.
	1. The Executive Committee will meet within one (1) week of the complaint to discuss the issue as a group and may or may not have the client present.
	2. The Executive Committee will make a recommendation which will be presented to the Board of Directors for approval at the next meeting of this body.
	3. Written notification of the decision to the client will be delivered within 10 days of the board meeting.
5. Should multiple grievances be filed in a similar issue, analysis of trends will take place to identify opportunities for improvement.
6. Note: all client policies and procedures address Deaf and Hard Hearing needs when necessary.

## Part G. Client Satisfaction Survey

1. The Drug Prevention Resource Center dba InnerAct Alliance will develop and implement a customer satisfaction survey and process to measure satisfaction of clients served by Drug Prevention Resource Center dba InnerAct Alliance staff.
2. The Board of Directors’ Education Committee will oversee both development of measurement tool, implementation of survey and evaluation of feedback.

## Part H. Sharing of personnel information among employers

1. Requests for viewing of personnel files (beyond agencies covered under Florida Statute 435.10) will be approved pending recommendation of General Counsel.
2. The Executive Director will give verbal references of former employees based on personnel records.

## ~~Part I. Resource Library and Materials~~

#### ~~The Drug Prevention Resource Center dba InnerAct Alliance provides the Blanton Resource Library which offers the public free materials regarding substances of abuse as well as the free loan of dvd’s, videos and other resource materials. The lending policy is as follows:~~

1. ~~All video and permanent resource materials shall be logged out and in.~~
2. ~~A record of the borrowers’ names, addresses, and phone numbers will be kept.~~
3. ~~Up to five (5) videos may be borrowed for up to 2 weeks. Staff or volunteers will follow up with reminder phone calls if video(s) aren’t returned by agreed upon date.~~
	1. ~~A late fee of $1.00 per day will be charged at the end of 2 week period.~~
	2. ~~The cost of the video will be charged for videos that are not returned within 30 days from the date of checkout. A written explanation of the policy will be given to each borrower.~~

## Part J. Hours of Operation

1. Normal hours of operation will be from 8:30 a.m. – 4:30 p.m. Monday thru Friday.
2. Lunch shall be one hour and staggered so that the office will not be left unattended.
	1. Note: Operating Hours are based on a 35 hour work week as part of the employee compensation package.

## Part K. Authority

Refer to the organizational chart (addendum #5 attached).

## Part L. Conflict of Interest

The purpose of the conflict of interest policy is to protect the Drug Prevention Resource Center dba InnerAct Alliance from any transactions, arrangements, or contracts that may potentially benefit the private interests of an employee, agent, Officer, or Board of Directors member.

*Policy*

No employee, agent, Officer or Board of Directors shall be permitted to receive any material financial gain, or any personal gain through working, or contracting, directly or indirectly with the **Drug Prevention Resource Center dba InnerAct Alliance**.

*Definitions*

*Interested Party***:** The employee, agent, Officer, or Board member who has a Conflict of Interests.

*Material Financial Gain***:** A financial transaction of any kind in which the Interested Party, their family members, personal business and other commitments have a reasonable chance to gain monetarily by doing business with the Drug Prevention Resource Center dba InnerAct Alliance.

Procedures

1. The Interested party has the responsibility to identify and disclose the possible Conflict of Interest to the Board or Board Officers in order to prevent any material financial gain.
2. The interested party shall not participate in the discussion and will refrain from voting on the Conflict of Interest subject.
3. The Board of Directors or Officers will make the best possible decision concerning the Conflict of Interest by keeping the good standing of InnerAct Alliance prioritized.
4. No Board of Directors member will be allowed to participate as a regular contractor or employee in any Drug Prevention Resource Center dba InnerAct Alliance program.
5. Qualified individuals will be allowed to fill in on a volunteer basis only when no contractor or employee is available to provide a scheduled program.
6. If necessary, the Board will require Drug Prevention Resource Center dba InnerAct Alliance employees, Officers and Board Members to disclose any possible Conflicts of Interest, such as other Board positions for outside organizations, family businesses, business relationships and other contracts.

## Part M. Office Manager or designated staff member, Accounts receivable policy, and procedure

1. All incoming mail is to be opened by the Office Manager (or designated staff member) and stamped with appropriate date.
2. Office Manager will receipt all checks and cash received.
	1. The only exception would be if the Office Manager or designated staff member is out of the office for the day and then the Executive Director can receipt and deposit the money.
	2. If the Executive Director is out of the office and a financial emergency arises, the Office Manager or designated staff member should contact the President.
3. The Executive Director will be responsible for depositing the checks and cash with the bank.

## Part N. Bills and Time Sheets

1. The Executive Director will approve all bills and time sheets.
2. At time of payment, each will be stamped with a “PAID” stamp and the check number recorded when appropriate.
3. In the case of salaried personnel, this information will be recorded in the payment registration booklet.
4. Salaried employees will keep records to reflect time worked during the two-week period for standard reporting purposes.
5. Part time employees will submit time sheets by Monday of the week when payment is to be made.
6. Time sheets will be approved by the Executive Director and stamped with “PAID” and the check number.

## Part O. Sales tax exemption

I. Priority will be given to the use of sales tax exemption certificate on items purchased for the agency with consideration to obtaining best possible price. In some cases reimbursement may not occur on the tax charged to an item.

## Part P. Records retention

Financial, Personnel and service delivery and client records will be maintained for a period of seven (7) years as required by DCF.

I. Each employee will back up vital (as defined by the Executive Director) information and post it to an off-site Web Host for storage. Storage of confidential records and information must be placed on encrypted devices. Storage of hard files will take place with company that guarantees confidentiality and handles shredding upon request from IAA.

#### Sec.22-Part Q. Purchasing of goods

When purchasing goods, consideration will be given to Pride Rehabilitative Industries and Diversified Enterprises (PRIDE) as a source of goods, products, or materials. Consideration will be given to cost and time period necessary to secure the item, along with quality of purchased item. The agency will maximize the use of state residents, state products and other Florida-based businesses in fulfilling contractual duties expressed by funders.

1. When purchasing items under $500, the Executive Director will make the decision.
2. For items costing over $500, the Executive Director must seek Board approval.

Unless the items being purchased are yearly repeat items, such as Red Ribbon Run T-shirts,etc

1. The Executive Director will review expenses annually to make sure the agency is utilizing the best quality services for the least amount of expense.
2. All products purchased by the agency shall be made of recycled materials, provided the cost is as effective as alternative products.

## Part R. Approval of Professional Services

1. The Board will approve providers of professional services (i.e. legal, financial, banking, relationships, and consultants) annually.
2. New providers must be approved prior to engagement. These approvals will be reflected in the meeting minutes.

## Part S. Grant Approval

I. The Executive Director will have to authority to pursue and submit grants that follow the mission of the agency. The Board will approve all grant contracts before they are signed.

## Part T. Policy additions apply to all grants as follows:

1. Invoices will be paid within 30 days.
2. Drug Prevention Resource Center dba InnerAct Alliance will operate cost allocation of indirect costs using methodology that results in the fair distribution to all grant expenditures being claimed for reimbursement.
3. Drug Prevention Resource Center dba InnerAct Alliance will allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, F.S.
4. A timely review of grant expenditures will be done to ensure timely invoicing of reimbursable grant expenditures. Care will be taken to ensure that the revenue relating to grant expenditures matches the period in which the expenditures were made.

## Part U. Bad Debt Policy

I. Fee based programs require 100% pre-payment before services are rendered or as determined by any contractual agreement.

## PART V. Third Party Fundraising

The Drug Prevention Resource Center dba InnerAct Alliance appreciates all community efforts, such as donations, volunteers, sponsorships, and third party events to raise funds for the Drug Prevention Resource Center dba InnerAct Alliance. The policy set forth is meant to ensure that all third party events are appropriate, and to protect the mission of the Drug Prevention Resource Center dba InnerAct Alliance.

Third Party Fundraising is defined as any activity or event sponsored by a non-affiliated group, individual, community group, or business (Sponsoring Organizations) with the purpose of raising money for the benefit of the Drug Prevention Resource Center dba InnerAct Alliance and its affiliated groups. All third party fundraising events are to be sponsored, planned, managed, staffed and financially resourced by the Sponsoring Organization. The Sponsoring Organization shall assume responsibility for all liability.

Procedure

1. The third party (Sponsoring Organization) will come before the Board of Directors with a proposal for the event or activity.
	1. The proposal shall include the purpose of the event, a description of the event, the promotion for the event, and the projected revenue and expenses for the event. (Refer to attached form, Application for Co-Sponsored Events)
2. The Board shall base its decision concerning the event based on the following requirements:
	1. The proposed event or activity will uphold the mission and image of the Drug Prevention Resource Center dba InnerAct Alliance.
	2. The event will be promoted and managed in an ethical and professional manner.
	3. The event date will correspond with other activities of the Drug Prevention Resource Center dba InnerAct Alliance
3. Once the Board has reached its decision, the Sponsoring Organization will be expected to remain in communication with someone on the standing Fundraising Committee and the Board.
4. The Sponsoring Organization will be held responsible for obtaining all necessary licenses, insurance, and other things warranted by the type of event. Furthermore, the Sponsoring Organization must abide by all laws and regulations set forth by the city, county, or state. These could include obtaining liquor licenses, gaming rules, and location restrictions.
5. Once the event or Activity has concluded, the Sponsoring Organization will submit a final report to the Board of Directors detailing the outcome of the event. This report shall include the total revenue, total expenses, number of participants, amount of donations, and the expected amount to be donated to the Drug Prevention Resource Center dba InnerAct Alliance.
6. The Board of Directors must approve the use of its logo or name in all promotional material. Also, all promotional material must be approved by the Board prior to distribution.
7. Neither the Drug Prevention Resource Center dba InnerAct Alliance or its affiliates will be held liable for any information distributed, activities organized, promises or contracts made, or expenses incurred by the Sponsoring Organization for any Third Party Fundraising. Furthermore, the Drug Prevention Resource Center dba InnerAct Alliance and its affiliates will not be liable for any injury (including death) related to the activities connected with the Third Party Fundraising event. The Drug Prevention Resource Center dba InnerAct Alliance reserves the right to require any Sponsoring Organization to have the event participants complete a waiver for release from liability, and require the Sponsoring Organization to provide proof of insurance in such amounts deemed appropriate by the Drug Prevention Resource Center dba InnerAct Alliance.
8. The Drug Prevention Resource Center dba InnerAct Alliance reserves the right to revoke its approval of any Third Party Fundraising upon no less than twenty-four (24) hours written notification to the Sponsoring Organization, for any reason whatsoever. In the event that that the Drug Prevention Resource Center dba InnerAct Alliance terminates or revokes approval, the Sponsoring Organization shall cease further publicizing the event as benefitting the Drug Prevention Resource Center dba InnerAct Alliance and will discontinue using its name, logo and anything trademarked by the Drug Prevention Resource Center dba InnerAct Alliance.

Last amended 10/27/03 9/26/05, 11/06, 05/08, 8/08, 11/09, 6/10/2013, 4/14/2014, 6/9/2014, 3/9/2015, 05/16/2016, 5/8/17

### I certify that this is the latest version of Drug Prevention Resource Center dba InnerAct Alliance’s policies/procedures

**Hazel Sellers, Board President**

**Drug Prevention Resource Center dba InnerAct Alliance Board President**