

# Maryland D.A.R.E. Officers' Association



## Policies and Procedures Manual

Number: MDOA-12-01

Date: 05/12

Revised:

## Policy and Procedures Statement

Subject: Establishment of Policy and Procedures Manual

Purpose: The purpose of this directive is to provide clear operating guidelines to all members of the Maryland DARE Officers' Association.

Policy: The Maryland DARE Officers' Association and its Board of Directors will issue policy and procedures directives whenever it is deemed appropriate for program efficiency and effectiveness. Policies and Procedures are intended to assist the membership and the Board of Directors in carrying out roles, responsibilities, initiatives.

Directive:

1. Policy and Procedures directives will be uniformly formatted, consisting of:
  - A. A numerical designator that will facilitate distribution, filing, and referencing of directives.
    1. All directives will be preceded by the letters MDOA, indicating that they are a policy of the Maryland DARE Officers' Association.
    2. A numerical designator, the first two digits of which will indicate the year established, followed by the two-digit identifier (i.e., MDOA12-01).
  - B. The "Purpose" statement simply establishes the reason for the directive.
  - C. The "Policy" statement reflects the Board of Directors' attitude or philosophy concerning the subject of the directive.
  - D. The "Directive" provides procedural guidelines that will assist the Board, member, or associate in understanding and carrying out the policies.
2. The Board of Directors is expected to maintain a current Policy and Procedure Manual, and operate accordingly.
3. The Board President shall establish a procedure for ensuring that all association members receive additions, deletions, and modifications to directives in a timely fashion.



## Policy and Procedures Statement

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|-------------------------------------|---|
| <u>Educational Advisor:</u>         | <i>A certified educator from a Maryland School District who serves as a liaison for all local Maryland school districts and the State Coordinator; and as a subject matter expert in teaching methodology, and the science of education, advises the State Coordinator and the MDOA in all education and training matters, as well as a resource for DARE Officers.</i> |
| <u>Hero Award:</u>                  | <i>Annual award recognizing a specific member of the MDOA for their outstanding contribution to youth, the community and/or DARE programs within a given year.</i>  |
| <u>In-Service Training:</u>         | <i>Any program designed to provide, enhance, and/or augment knowledge and skills needed to deliver DARE programming/lessons.</i>  |
| <u>Instructor Appraisal:</u>        | <i>An on-site evaluation of the knowledge and skills of a D.A.R.E. Officer as a classroom instructor and facilitator. Appraisals shall be completed by classroom teachers, certified DARE Mentors, and/or the State Educational Advisor, and reported to the State Coordinator's Office.</i>  |
| <u>Integrity, Program:</u>          | <i>Quality and completeness of concepts and design, unadulterated, as intended.</i>   |
| <u>Lifetime Achievement Award:</u>  | <i>Annual award recognizing a specific member of the MDOA for their outstanding contribution over many years to youth, the community and/or DARE programs.</i>  |
| <u>Logo:</u>                        | <i>Brush script DARE®. A registered trademark, protected by law</i>   |
| <u>MAC:</u>                         | <i>Mid-Atlantic Clothing Recycling. A company in a fundraising venture with DARE America in Maryland.</i>   |
| <u>MCE:</u>                         | <i>Maryland Correction Enterprises. A corporation within the State corrections which provides goods and services to government agencies and non-profits.</i>  |
| <u>MDOA:</u>                        | <i>The Maryland DARE Officer's Association is a non-profit fraternal organization that supports DARE programs Statewide. Its members include, but are not limited to, DARE Officers, Educators, business and community leaders.</i>   |
| <u>may:</u>                         | <i>Indicates that discretion can be used, not mandatory.</i>  |
| <u>Member in Good Standing:</u>     | <i>Individual whose application for membership has been accepted, and who has satisfied the dues requirement for the current calendar period.</i>   |
| <u>Policy:</u>                      | <i>A philosophical statement that reflects management attitude toward a subject.</i>  |
| <u>Policy and Procedure Manual:</u> | <i>Comprehensive statements providing program and management philosophy and guidelines governing DARE operations.</i>   |
| <u>Procedures:</u>                  | <i>Operational guidelines.</i>  |

## Policy and Procedures Statement

shall:

*Mandatory; officer discretion is not appropriate.*

State Coordinator:

*Experienced DARE Instructor, Mentor, and trainer who is appointed by the Director of the MD Police and Correctional Training Commissions with the approval of DARE America; administers all D.A.R.E. related operations, training, and the MD DARE Training Center; ensures program continuity, integrity, and quality; polices copyright and trademark compliance; facilitates program continuance and expansion; provides technical support for local program; liaison for DARE America, local programs, and the MDOA.*

Statistical Data:

*Information relative to a local DARE program delivered by a DARE Instructor that is reported back to the State Coordinator on this form. I*

Training Center:

*A training program accredited by DARE America to conduct DOT seminars.*



## Policy and Procedures Statement

Number: MDOA-12-04 Date: 05/12 Revised:

Subject: DARE America

Purpose: The purpose of this directive is to establish the authority of DARE America in governing operations of the State DARE Coordinator's Office, local DARE programs, and DARE Associations within this State.

Policy: DARE America is the ultimate legal authority for all DARE programs, and matters pertaining thereto. By law, it holds all rights to curricula copyright and program trademarks. State and local DARE Coordinators, Administrators, Instructors, and Associations derive their authority over program matters from DARE America, and its hierarchy. The DARE America Board of Directors has established a Policy and Procedures Manual to govern operational matters nationally.

Directive:

1. The DARE America National Policy and Procedures Manual Will govern all DARE program operations within this State, in conjunction with the State DARE Policy and Procedures Manual, and the MDOA Policies and Procedures.
2. This Association shall adopt no directive conflicting With a DARE America or State DARE directive.
3. An Association directive may be more restrictive, but not less, than that of DARE America or the State.

## Policy and Procedures Statement

Number: MDOA-12-05 Date: 05/12 Revised:

Subject: Maryland DARE Coordinator

Purpose: The purpose of this directive is to establish the authority of the Maryland DARE Coordinator's Office, and the MDOA.

Policy: The Maryland DARE Coordinator's Office derives its authority to govern all DARE related matters from DARE America, Inc., and operates as a unit of the Maryland Police and Correctional Training Commissions.

Directive:

1. The State DARE Coordinator shall sit as an advisor to the MDOA Board of Directors and its membership.
2. This Association shall adopt no directive conflicting with a DARE America or State DARE directive.
3. An Association directive may be more restrictive, but not less, than that of DARE America or the State.

## Policy and Procedures Statement

Number: MDOA-12-06 Date: 05/12 Revised:

Subject: Memberships and Dues

Purpose: The purpose of this directive is to establish parameters for membership and the assessment of dues in the MDOA.

Policy: The Maryland DARE Officers' Association is a fraternal organization with a nonprofit status, whose membership is diverse and open to any interested individual.

Directive:

1. No person shall be denied membership the basis of race, religion, color, creed, sex, age, or national origin.
2. Types of membership shall be governed according to Article IV of the By-Laws.
3. Annual dues for membership in the MDOA shall be \$20.00 for both new and renewal regular and associate memberships and can be paid any time during the 12 month period. The Annual Membership Drive shall be conducted during the Annual Maryland DARE In-Service Training Conference, as well as during DARE Officer Training (DOT).
4. Individuals with a Life-Membership, and not subject to annual dues, may continue to make a donation to the Association in the amount equal to the dues, if so desired.

## Policy and Procedures Statement

Number: MDOA-12-07 Date: 05/12 Revised:

Subject: Standing Committees

Purpose: Routine and regular initiatives necessary to the operation of the association or of interest to its membership require dutiful consideration by individuals for successful completion.

Policy: On-going initiatives and interests of the association may be facilitated by a "Standing Committee" to oversee and perform necessary duties required to accomplish the mission of the committee as determined by the Board of Directors.

Directive:

1. In accordance with Article V, section I-b, the President of the Association shall have the authority to appoint all committees deemed necessary, including its chairperson. Committees shall report directly to the President or his/her designee.
2. Standing Committees may include, but are not limited to:
  - a. Membership and Recruitment
  - b. Events
  - c. Awards
  - d. By-Laws and Policy
  - e. Fundraising
  - f. Annual charity

## Policy and Procedures Statement

Number: MDOA-12-08 Date: 05/12 Revised:

Subject: "Sam Walker" Lifetime Achievement Award

Purpose: The Maryland DARE Officers' Association is a non-profit organization that is dedicated to the citizens of the State of Maryland and is committed to assisting DARE Instructors deliver quality prevention education to our State's children in our communities' schools. This award is so named to commemorate the many years of service and commitment of its first recipient, Sam Walker, the first DARE Educational Advisor and Trainer for Maryland.

Policy: The Lifetime Achievement Award shall be bestowed annually upon a nominee who is judged to best exemplify a "champion" committed to the goals and ideals of DARE and dedicated to improving the quality of life for the citizens of their Community, especially children.

Directive:

1. Notice of the Award and nomination forms will be disseminated to the membership by the Awards Committee at the beginning of the new calendar year to include a deadline date for completed submissions.
2. Deserving recipients shall be chosen from nominations received by the Awards Committee who will disseminate copies of the nominations to past recipients. The Past Recipients will individually judge all nominations and choose the most deserving nominee who meets the eligibility requirements as set forth below. Votes by judges will be returned to the committee chairperson for tally.
3. Eligibility requirements include:
  - a. A member in good standing of the Association for the two (2) years previous to the nomination.
  - b. A minimum of five (5) years' experience as an active DARE Instructor /Educator, participating Classroom Teacher/Administrator, or Supporter.
  - c. Eligibility shall be lost after two (2) years of separation from DARE programming as an Instructor, Educator, Teacher/Administrator or Supporter.
4. Any interested individual or group may submit a nomination, except the nominee him/her self.
  - a. Consideration shall be given for cited activities and programs in which the nominee has been or is participating related to community/youth outside of the classroom/school, and that support the DARE ideals.
  - b. The nomination shall contain information regarding the nominee's entire DARE history and involvement.
  - c. Consideration shall be given for cited participation in MDOA sponsored events, meetings, and trainings.
  - d. A maximum of two pages of information/documentation may be attached to the nomination form by the nominating party.

## Policy and Procedures Statement

Number: MDOA-12-09 Date: 05/12 Revised:

Subject: MDOA "Hero" Award

Purpose: The Maryland DARE Officers' Association is a non-profit organization that is dedicated to the citizens of the State of Maryland and is committed to assisting DARE Instructors deliver quality prevention education to our State's children in our communities' schools. This award may also be known as "DARE Officer of the Year," or "DARE Educator of the Year."

Policy: The MDOA "Hero" Award shall be bestowed annually upon a nominee who is judged to have exhibited outstanding performance and dedication in the delivery of DARE programming and other youth related initiatives for a single calendar year

Directive:

1. Notice of the Award and nomination forms will be disseminated to the membership by the Awards Committee at the beginning of the new calendar year to include a deadline date for completed submissions.
2. Deserving recipients shall be chosen from nominations received by the Awards Committee. With input from the State Coordinator's Office, a committee comprised of Past Presidents of the Association will individually judge all nominations and choose the most deserving nominee who meets the eligibility requirements as set forth below. The "Hero" Award committee will be presided over by the Chairperson of the Awards Committee.
3. Nominees may be a certified DARE Instructor or a cooperating DARE classroom Teacher / school Administrator.
4. All nominations, whether instructors, teachers or administrators, shall be judged for just one "Hero" Award; although, criteria may be different.
5. Eligibility requirements include:
  - a. Nominee must be a current member in good standing of the MDOA
  - b. A minimum of one (1) year experience as an active DARE Instructor or cooperating classroom Teacher or Administrator.
  - c. Eligibility and supportive information shall be based upon the immediate previous year of DARE involvement, in addition to participation in any other youth related initiatives.
6. Any interested individual or group may submit a nomination, except the nominee him/her self.
  - a. Consideration shall be given for cited activities and programs in which the nominee has been or is participating outside of the classroom or school that are community and/or youth related, and that support the DARE ideals.
  - b. Only information/documentation pertaining to the immediate previous year of DARE involvement will be considered for this award.
  - c. Consideration shall be given for cited participation in MDOA sponsored events, meetings, and trainings.

## Policy and Procedures Statement

- d. A maximum of two pages of information/documentation may be attached to the nomination form by the nominating party.
- e. Supporting documentation shall include Appraisal Reports and Statistical Data Reports from the nominating year for eligible certified DARE Instructors. These reports shall be provided by the State DARE Coordinator. Letters of recommendation from teachers or administrators may also be provided.
- f. Supporting documentation for cooperating classroom Teachers or School Administrators shall include letters of recommendation regarding their DARE participation from other supervisors or administrators.

## Policy and Procedures Statement

Number: MDOA-12-10 Date: 05/12 Revised:

Subject: Restricted Accounts

Purpose: To accept and deposit donated or fundraised finances in the name of local DARE programs that otherwise have no means to accept funding for their programs. MDOA is a 501-c (3) organization.

Policy: Local individuals, groups and organizations may deposit funds with the MDOA to benefit a local DARE program. The MDOA Treasurer will hold local deposits in a restricted account for the sole use of a local DARE representative who may make withdraws or submit invoices for payment in amounts not to exceed the balance of the restricted account.

Directive:

1. Local DARE programs may arrange with the MDOA Treasurer to deposit donations and funds raised for their local DARE program into the MDOA checking account. The Treasurer will keep an accounting of local deposits and withdraws.
2. Funds deposited on account for local programs will be held as a restricted account, and only accessible by the individual identified by agreement.
3. Individuals identified by agreement as authorized to access deposited funds shall inquire with the Treasurer regarding sufficient funds within their restricted account before requesting a withdraw or submitting an invoice for payment. Withdraws or payments exceeding the balance of an account on record shall not be authorized.
4. Checks to be deposited with the MDOA for a restricted local account must be made out to "MDOA" and noted with the name of the local program.
5. Neither the MDOA nor its Treasurer is responsible for the ethical acquisition of donated or fundraised money by local programs, agencies, or individuals.
6. All withdraws, payments, or other expenditures made from the MDOA account will be in the form of an authorized check.

## Policy and Procedures Statement

Number: MDOA-12-11 Date: 05/12 Revised:

Subject: MUO with Mid-Atlantic Clothing (MAC) Recycling and Maryland Correctional Enterprises (MCE)

Purpose: MCE will perform certain services for DARE and MAC related to assembly of clothing collection bins and production of signage.

Policy: MCE is authorized to conduct business with the MDOA, which is a 501-c (3) organization. Business transactions between MAC and MCE will be conducted through the MODA.

Directive:

1. In 2007 MCE developed and MOU with DARE and MAC Recycling which remains in force. The MOU identifies DARE as a non-profit organization in Maryland. DARE and MAC are in partnership to conduct business with MCE.
2. All invoices for goods and services performed by MCE for DARE and MCE will be received by the MDOA Treasurer for prompt payment.
3. MAC will deposit sufficient funds on account with the MDOA to facilitate the prompt payment of all invoices from MCE.
4. Any overages deposited by MAC with the MDOA due to cost savings in transactions with MCE will remain with the MDOA treasury.

## Policy and Procedures Statement

Number: MDOA-12-12 Date: 05/12 Revised:

Subject: Annual Charity

Purpose: The MDOA is a registered non-profit fraternal organization which is restricted from conducting business or initiatives for profit.

Policy: Each year the MDOA will identify a suitable charitable organization as the beneficiary for a donation made from the Treasury in the name of the MDOA.

Directive:

1. The MDOA will conduct events (raffles, auctions, donations, dues drive, etc.) to raise operating funds and maintain a positive financial account balance.
2. Each year the MDOA shall accept suggestions from the membership to identify a worthy charitable organization as a beneficiary for the year. Selection of the charity will be decided by popular vote by the membership.
3. Providing sufficient funds remain on account above operational expenses, the MDOA will donate an identified amount of the funds raised to the identified charity by check.