

Partners in Policymaking Academy

A program of the Governor's Council for People with Disabilities



August 4, 2011

Dear New Partner:

Congratulations! You have been selected for the Partners in Policymaking Class of 2011. **Please review and complete the enclosed required forms and mail them back in the enclosed addressed and stamped envelope no later than August 13, 2010.**

We appreciate your willingness to make such a significant commitment to your community and to the state of Indiana. The Partners in Policymaking Academy is a leadership-training program designed to improve advocacy skills and teach best practice. The Governor's Council for People with Disabilities invests about \$5,000 per person accepted into the program. For the training to be effective, we must emphasize that attendance is critical.

Information about the program: Please review all the enclosed materials carefully. We have enclosed a two page frequently asked questions (FAQ) sheet (gray) that should answer most of your general questions. We have also enclosed a schedule (tan) showing the dates of the eight training sessions and the general topics that will be covered, with a hotel map on the back. All sessions (except the December session) are held at the Hilton North Hotel, 8181 N Shadeland Avenue, Indianapolis, Indiana 46250. Please look over the dates and contact us immediately if you cannot commit to this schedule. – Reminder: Make sure your employer has agreed to these dates.

Our first session is Friday and Saturday, October 1-2, 2010. Registration begins at 11:30 am on Friday and the session starts at 12 noon and ends about 8:30 or 9:00 Friday night. Please eat lunch before you arrive, lunch is not provided on Friday. The Saturday session begins at 9:00 am and adjourns no later than 4:00 p.m. We ask that you be prompt for all meetings. Because of limited space, we will not be able to accommodate visitors at the Partners training sessions or meals.

Enrollment Process/Forms: In order to confirm your enrollment in this year's Partners class, please send a check or money order for \$10 (enrollment fee) and complete and return the enclosed contract, survey and profile forms. **Mail the completed forms and fee in the enclosed envelope, ASAP.** Contact us if there is a problem. If we don't hear from you, we will assume you are no longer interested in participating in Partners and enroll someone else from our selected list of alternates. **These forms are also available in PDF format at: www.in.gov/gpcpd/2511.htm.** They can be completed on line but will need to be printed and mailed back to us.

The enclosed forms include:

- **Contract (white)** Two copies are enclosed. Please review the contract carefully. It outlines the requirements of the program and asks for several commitments from you. If you agree to all items, **please sign and return one contract.** Keep the other for your records.
- **Initial Survey (yellow)** The survey will help us evaluate what you learn. You will complete the initial survey before Partners and then complete it again at the end to measure your growth.
- **Partner Profile (blue)** The profile asks for information about the supports and accommodations you need and outlines guidelines for reimbursement. Based on your profile and support requests, we will reserve a room for you at the Hilton (with a roommate of the same gender). Room costs will be billed to the program. You are responsible for incidentals. You can be reimbursed for childcare/respite care services, enabling you to leave your children at home.\

IMPORTANT NOTE: We will be using e-mail as our primary form of communication with you. Please check your e-mail at least twice per week and insure that e-mail from the following addresses go to your in box: crowe@gpcpd.org; cdahlberg@gpcpd.org, and bwade@gpcpd.org During the session we will provide you with a print copy of anything you need to read during the session. All other materials will be provided on CD or on line. If that will not work for you please explain on the blue profile form.

In addition we have enclosed a receipt form (white). We require the use of this form for reimbursement of childcare or other non mileage support expenses if approved by us. You may have your childcare/other provider sign it and bring it with you to the first session. We will review reimbursement procedures and rules in detail with you during the first session.

After reading the enclosed materials, if you have any questions, need assistance in completing the forms, or would like the forms e-mailed or in an alternate format please contact us. Once we receive your enrollment forms we will call if we have any questions.

On behalf of the Governor's Council for People with Disabilities, I extend sincere congratulations on being selected for the Partners in Policymaking Class of 2011. I am looking forward to meeting you. Based on past experience, Partners classes will provide you with new ideas and information that could change your life. While hard work is necessary to get the most out of your Partners' experience, you will meet some fantastic people and have lots of fun too.

Sincerely,



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Enclosures