



Partners in Policymaking Academy

Class of 2011

Contract Agreement

Purpose: The Partners in Policymaking Academy provides competency based leadership training to class members in order to maximize their ability to influence public policy and to advocate for appropriate supports and services that will increase their independence, productivity and inclusion in the community.

“When we all stand together, nothing can stand in our way.”

Governor’s Council for People with Disabilities
150 West Market, #628, Indianapolis, IN 46204
317-232-7770, Fax 317-233-3712, PIP@gpcpd.org

Partner: _____ (Print Name)

This agreement is between the Governor's Council for People with Disabilities and the member of the Partners in Policymaking Class of 2011 whose signature is affixed on the next page.

1. I understand that the Council is investing approximately \$5,000 in me during the course of the Partners Academy. In return I agree to the following terms of this contract:

A. ATTENDANCE:

- a. I will attend and participate in all eight (8) two-day weekend Partners in Policymaking training sessions from October 2010 through May 2011.
- b. I will notify the Council as soon as feasible upon learning that I will be more than one hour late or will not be present for a meal or staying the night (if applicable).
- c. I understand that if I have an unexcused absence or miss more than the equivalent of three days of the sessions, I will be not be able to complete the program.
- d. If I miss a presentation, I will complete an enhanced homework assignment designed to ensure I learn the topics and competencies I missed.

B. PROTOCOL:

- a. Unless prior approval has been given, I will not invite family members, or guests to attend sessions (except for a limited number for the graduation ceremony).
- b. I will arrive no later than 12:00 noon on the first day of each session and leave no earlier than 4:00 pm on the second session day (unless dismissed earlier).
- c. I will refrain from using cell phones during the training sessions.
- d. I will refrain from conducting side or personal conversations during class time.
- e. I will not bring my pets to the hotel.
- f. I will comply with policies related to smoking, drugs, alcohol, and sexual harassment.
- g. I will treat fellow Partner trainees, presenters and staff with courtesy and respect.
- h. I will conduct myself in a professional manner at all times, when representing the Partners in Policymaking Academy.

C. ASSIGNMENTS:

- a. I will complete and return the Partner Profile and Initial Survey with this contract (includes accommodations and travel and supports reimbursement requests).
- b. I agree to read supplemental materials and complete and turn in homework assignments (will be provided at the end of each weekend training session).
- c. I will complete and submit evaluation forms for each weekend training session.
- d. I will complete and submit monthly Time-Match forms as directed by Partners staff to meet the match requirements for funds provided to Partners.
- e. I will demonstrate competencies through actions such as letters, calls, attending meetings, presenting testimony, sending e-mail, etc. (Report on Time-Match form).
- f. I will maintain records of contacts that relate to my participation in Partners in Policymaking, such as contacts with media, public officials, action alerts, service organizations and/or community programs, phone calls, public presentations, meetings attended, organizations joined (Report on Time-Match form).
- g. I will develop an approved plan for a Community Project and share it with my fellow Partners prior to graduation.

D. POST GRADUATION:

- a. I will report progress and results from my Community Project periodically when asked and as part of the 6-month follow-up survey.
- b. I will respond to and complete post graduation follow-up surveys.
- c. I will notify the Council office whenever my contact information changes.

2. In consideration of the above, the Governor's Council for People with Disabilities agrees to the following:

- A. Respond to your calls within 48 hours (except for non Partners weekends).
- B. Provide lodging if requested, on a double occupancy basis.
- C. Reimburse approved travel and support expenses within 30 business days after accurate reimbursement forms and necessary receipts are submitted.
- D. Work with you to determine what other disability related accommodations may be available, if needed to ensure your ability to learn and participate.
- E. Limit the provision of your contact information to Partners in Policymaking, the Governor's Council, Council projects, and the current class.
- F. Provide, face-to-face, best practices, and state-of-the-art information from national and state experts and speakers on a variety of disability topics.
- G. Provide reading materials, suggestions, and resources to familiarize you with a wide range of topics related to disability.
- H. Provide role-play and direct experiences to assist you in the ability to influence public policy at the local, state, and federal levels.
- I. Provide information on Indiana policy issues and future opportunities for advocacy work and further training.
- J. Keep in contact with you after graduation through newsletters and by other means.



August 2, 2010

Christine Dahlberg, Council Deputy Director

Date

Member, Partners in Policymaking Class of 2011

Date