

## **2015/2016 FAIR TRAINING ALLOCATION PROGRAM**

### **SUMMARY:**

A training allocation will be available to all class I-X to IV+ fairs, which include district agricultural associations, county fairs and citrus fruit fairs. The allocation will be based on class size and will be provided on a reimbursable basis. The training allocation is to focus on fair fiscal management, facility operations, animal disease transmission prevention, etiquette training for board members, reducing liability/exposure, enhance program efficiencies and strengthen effective management.

Recommended use of training allocation:

- State Required trainings
- Western Fairs Association Annual Convention
- Fall Managers Conference
- Maintenance Mania
- Event Sales & Management Symposium
- Fair Regional Training
- New Fair CEO Orientation
- Strategic Planning
- Board of Director Training

Please contact F&E if alternate training is requested to ensure training is within the training allocation guidelines.

### **BUDGET:**

\$200,000, approximately 80% of funds will be disbursed to fairs. The remaining funds will be used for statewide training efforts.

**Table 1 – Training Allocation per Class Size**

<b>CLASS LEVEL</b>	<b>TRAINING ALLOCATION</b>
<b>CLASS I</b>	<b>\$3,225</b>
<b>CLASS I-X *</b>	<b>\$3,193</b>
<b>CLASS II</b>	<b>\$2,903</b>
<b>CLASS III</b>	<b>\$2,661</b>
<b>CLASS III+</b>	<b>\$2,419</b>
<b>CLASS IV</b>	<b>\$2,258</b>
<b>CLASS IV+</b>	<b>\$1,935</b>

\*Schools Involvement Fair is eligible for \$2,661.

### **ELIGIBILITY:**

Fairs are eligible to utilize training funds for training registration and travel expenses only for fair staff and fair board members. Training registration fees will be reimbursed first and travel expense

reimbursements will be secondary. All travel expenses must follow California travel reimbursement guidelines and all receipts must be provided for reimbursement. Training funds will be reimbursed once the following sufficient information has been provided to F&E:

**Table 2 –Training Courses and Reimbursement Requirements**

Training Course	Dates of Trainings	Required documents for reimbursement
State Required trainings	Anytime	Certificate of completion and proof of payment, if payment is required.
Western Fairs Association Annual Convention	January 3 - 6, 2016	Proof of registration and a list of all training sessions attended. Any certificates and proof of payment.
Fall Managers Conference	November 2 – 4, 2015	Proof of registration and a list of all training sessions attended.
Maintenance Mania	October 27 – 29, 2015	Proof of registration
Event Sales & Management Symposium	October 27 – 29, 2015	Proof of registration
Fair Regional Training	Spring 2016	Proof of registration
New Fair CEO Orientation	Anytime	Proof of attendance
Strategic Planning	Anytime	Final Strategic Plan Report and proof of payment. Strategic planning must be performed by a third party excluding fair employees and board members.
Board of Director Training	Anytime	Proof of attendance

**APPROVAL:** Upon receiving the required documents referenced in Table 2 above, CDFA will disburse the funds to the fair.

**DEADLINES:** All invoices are to be postmarked or emailed by **June 1, 2016**. All invoices postmarked or emailed after **June 1, 2016** will not be reviewed and will not be reimbursed.