



Policy & Procedures

NUMBER: 03-02

SUBJECT: D.A.R.E. STATE COORDINATOR / PROGRAM ADMINISTRATOR

Date: January 2020

PURPOSE

To establish criteria for the selection of the D.A.R.E. State Coordinator / Program Administrator and their responsibilities and duties.

POLICY

The D.A.R.E. program is a Pre-K-12 substance abuse, violence, and high-risk behavior prevention program. It is implemented at the local community, county, state, federal and international levels.

D.A.R.E. America is the owner of the D.A.R.E. name, copyright and trademark. D.A.R.E. America has the responsibility for providing communications, assistance and coordination to all D.A.R.E. entities and for the establishment of national program guidelines. The primary responsibility for coordinating local D.A.R.E. activities does, however, rest with the state D.A.R.E. entities and positions.

D.A.R.E. State Coordinators/Program Administrators are responsible for being the official liaison with all in-state D.A.R.E. entities to ensure that the state D.A.R.E. responsibilities are met and complied with.

Where applicable, D.A.R.E. America Regional Directors are responsible for the recruitment, evaluation, vetting, processes and selection, of the D.A.R.E. State Coordinator/Program Administrator candidates. At the conclusion, the concerned Regional Director will effectively recommend in writing the appointment of the best candidate for the position to the President and C.E.O. of D.A.R.E. America. Upon approval the individual will be appointed and hold the position of State Coordinator/Program Administrator while in good standing with D.A.R.E. America and its Policy and Procedures. D.A.R.E. America may at any time remove the State Coordinator/Program Administrator for failure to perform required duties.

The Procedure section of this policy delineates the responsibilities and duties of the State Coordinator/ Program Administrator.

PROCEDURES

The State Coordinator/Program Administrator is responsible for, but not limited to, the following:

1. Liaison and timely communications with all D.A.R.E. entities within their state and D.A.R.E. America.
2. Work with any and all D.A.R.E. entities to provide advice, assistance or coordination for all facets of the D.A.R.E. program.
3. Advocate for the implementation, retention, maintenance and growth of D.A.R.E. programs.
4. Will coordinate with appropriate D.A.R.E. entities to facilitate the timely completion and submission of administrative, directory, statistical reports, training and personnel information.
5. Participate in their respective scheduled regional conference calls.
6. Will report to D.A.R.E. America any and all information pertinent to program content, training and implementation, to include, any legal or educational issues that will be of concern to D.A.R.E. America.
7. Will plan, organize, facilitate and oversee in-service updates, supplemental trainings and D.A.R.E. America mandated trainings within their state.
8. Where applicable, will maintain a current and practiced D.A.R.E. facilitator/mentor/educator training team.
9. Keep records for their state, including tracking of active D.A.R.E. agencies, program evaluation, and code of conduct issues. Required and relevant documentation will be provided in a timely fashion to D.A.R.E. America.
10. Disseminate any and all information provided by D.A.R.E. America to state entities.
11. Will promote state legislative support of D.A.R.E., its implementation, retention, expansion and funding mechanism. Any fund-raising activities within their state shall be reported to and approved by D.A.R.E. America.
12. Shall comply with and support, all D.A.R.E. America copyright, trademark and authorized vendor/product applications and use with D.A.R.E. entities in their state. The DARE vendors will be invited to state summer conferences.

13. Will provide general oversight of D.A.R.E. within their state ensuring that the above stated D.A.R.E. America responsibilities are met and complied with.