

D.A.R.E. AMERICA NATIONAL POLICY AND PROCEDURES

NUMBER 01-01

SUBJECT: RESPONSIBILITIES OF D.A.R.E. AMERICA REGIONAL DIRECTORS

DATE: AUGUST 31, 2004

PURPOSE

To establish the position and responsibilities of D.A.R.E. America Regional Directors

POLICY

The D.A.R.E. program is a national K-12 science and research-based substance abuse and violence prevention education program implemented at the local community level. D.A.R.E. America as the owner of the D.A.R.E. name and copyright 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 D.A.R.E. activities within a state does, however, rest with the concerned state D.A.R.E. entities.

D.A.R.E. America Regional Directors are employees of D.A.R.E. America and are responsible for official liaison with all D.A.R.E. entities to ensure that the above stated D.A.R.E. America responsibilities are met.

PROCEDURE

1. Regional Directors will be responsible for liaison with all D.A.R.E. entities within states from their assigned region. These D.A.R.E. entities include, but are not limited to, D.A.R.E. training centers, state D.A.R.E. coordinators, D.A.R.E. program administrators, D.A.R.E. charter organizations, state D.A.R.E. educators, D.A.R.E. officer associations and local D.A.R.E. implementations.
2. Regional Directors will 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 including requests for training, program implementation, technical assistance, promotional activities, charter activities, requests for waivers or modification to national policies and procedures, curricular issues, D.A.R.E. officer association activities, and responding to inquiries and questions from local D.A.R.E. communities.
3. Regional Directors will provide liaison with any and all D.A.R.E. constituencies within their respective regions; this includes elected and appointed officials, governing bodies, community organizations and representatives, and media representatives.

4. Regional Directors will coordinate with appropriate D.A.R.E. entities to facilitate the timely completion and submission of vital administrative and statistical information. This information includes, but is not limited to, training schedules, conference schedules, program statistics, training documentation and national directory information.
5. Regional Directors will be responsible for coordinating all inter-state and inter-regional D.A.R.E. program activities.
6. All state D.A.R.E. entities will be provided with the name, mailing address and telephone number of the Regional Director responsible for their state. All inquires and requests for assistance shall be directed to the concerned Regional Director.