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## **Guidelines for Hosting a Seminar Canine Search & Recovery, Inc.**

This form was originally developed by Carolyn Knapp to assist in the planning of our yearly training seminars. While it is not a complete, all-encompassing list, it will give the basics for planning, along with a timeline. This has been tweaked and added to by others.

Prior to applying to the CSAR Seminar Committee to host an annual seminar: Locate a camp:  
Must allow dogs in cabins

Should have around 2000 acres to train on, or have property nearby, such as national or state parks.

Does the camp have water on site or nearby for water HRD class? Can we use the water for the class? How big is the water site?

Camp need to hold 100-150 people and dogs. Usually divide stated cabin capacity by two for dog, handler, crate, gear, etc

Cabins need to have electrical outlets

Cabins need to have bunks and mattresses

Be able to provide food, if not able to provide food, locate a caterer.

Total per person cost should be about \$250-300.00 for the week (companion fee). This allows CSAR to stay in the price range of \$400-425 for members and \$50 more for non members.

Need to specifically confirm ALL expenses for a total:  
Additional charges for sack lunches, AV equipment, meeting rooms, etc.

Find out about charges/ability for a handful of folks coming in the day before to set up.

Provide to the seminar committee actual camp and/ or caterer information, and location of nearest major airport and nearby shopping.

Will the local town have an issue with training in town?

Can we park RVs on site, and if yes, is there water and electricity hookups available?

### **18 Months or longer:**

Find camp

Set potential dates. Should be within last two weeks of September or first two weeks of October.

Present proposal to seminar committee for approval by May 31<sup>st</sup>.

12 - 18 Months Out -After proposal is accepted:

Develop instructor list and present to seminar committee, Any instructors that are not CSAR members must be approved by the seminar committee and/or board of directors per standing rule

Instructors come for actual expenses only- any additional compensation must be approved by the seminar committee.

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Some travel expenses are not fully reimbursed i.e. driving a motor home, travelling companion expenses, etc.

Need a ball park figure for expenses if at all possible.

Plan night classes, night instructors may be reimbursed for travel expenses.

Sign CSAR Host Contract and submit to Seminar Chair person

Set seminar fees

Prepare handout for flyer at previous year's seminar.

Location for the next year's seminar is announced at the annual meeting - Until then, it's a secret.

Request seed money check of \$1500 from CSAR Treasurer for camp deposit if needed.

### **9 - 12 Months Out**

Finalize instructor and night classes. (50% of instructors should be chosen from CSAR instructor list and the remaining 50% chosen per the host team discretion but approved by the CSAR Seminar Committee.

Present final list to seminar committee

Develop a back-up instructor list

Often CSAR members who will be attending seminar anyway.

Request bio for newsletter and website

Provide pictures of camp, instructor list, and dates to webmaster

Work with webmaster and newsletter editor to determine who will continue with seminar publicity.

Find pet friendly hotels and campgrounds to advertise for those who don't want to stay on site.

Open bank account

Set up registration website and designate person from team to monitor.

Begin seeking out grants, donations, sponsorships to help cover costs as well as donated items for the auction and freebies for the swag bags for participants.

### **6 - 9 Months Out**

Send registration information to the membership

Open registration in February for 1-2 weeks for members with open registration following.

Reconfirm instructors and night classes

Continue working on back-up and assistant instructor list

Keep working on donations both monetary and auction items.

Request from CSAR a copy of their liability insurance to submit to the camp.

### **4 - 5 Months Out**

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Contact members to assist in posting info to breed-specific lists.

Develop list of materials needed for seminar

Reconfirm with camp that everything is still on track.

Notify seminar committee with any problems, issues, or major changes.

Send instructor contracts to confirmed instructors

Request from instructors a list of needed equipment and supplies for individual classes not being supplied by the instructor.

AV equipment

Hand outs

Training Aids

Smoke bombs

Etc.

### **3 Months Out**

Contact and reconfirm instructors and night programs

Work up T-Shirt and other graphic designs

Designate collection person to begin collecting supplies for seminar

Develop initial seminar agenda

Confirm with support people (if any) their role and tasks.

Begin assembling topo maps, road maps, camp maps, and other information specific to seminar.

Confirm with vet on call, Local Law Enforcement, and other peripheral participants.

### **2 Months Out**

Continue to accumulate needed non-perishable supplies

Contact donors who have committed, but not sent product or made arrangements to deliver their supplies.

Confirm with instructors who have not returned contracts, and request their return.

### **1 Month Out**

Confirm with instructors/ night classes

Continue accumulation of supplies

Continue correspondence with seminar registrants

Confirm with camp:

Arrival, Departure, and Meal Times, etc

Guidelines for attendees

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Relay any changes or special situations to seminar registrants via newsletter, email, website, etc.

Finalize seminar agenda

Create seminar booklet with pertinent info about the week (maps, agenda, camp rules, vet numbers etc)

Follow up with instructors who have made requests taken care of, or how it will be.

Confirm with helpers who are bringing what materials.

### **1-2 days or day of seminar**

Participant welcome bags or handouts are compiled

Place road signs to camp

Set up registration table (sleeping accommodations, any fees, K9 shots, signed liability sheets, etc)

Set up media PR

Assure camp communications (radios, instructor's cell phone list)

Assure white board in cafeteria for daily updates

Set out poop bags if available

Direct camp traffic

Set up auction table

Print participant's certificates

Assure field lunches are scheduled with camp or caterer

Assign daily runner to town if needed

### **NOTE:**

The host team is invited to CSAR quarterly board calls for seminar updates. The seminar committee/chair is always available for seminar assistance and or questions. The CSAR board is available as well for any assistance the host team may need. Profit for the host team will depend on the responsibilities they assume to a maximum of 75% of the seminar's profit (organize instructors 15%, perform registration 30%, produce certificates 15% and coordinate website info 15%). CSAR can assist with sample forms, sample donation letters or any other matters that the host team may need help with. OBTAINING SPONSORS AND DONATIONS ARE THE KEY FOR A PROFITABLE SEMINAR. THE AUCTION IS TYPICALLY WHERE THE PROFIT IS MADE.