

RIVERSIDE COUNTY TRAINING OFFICERS' ASSOCIATION POLICY AND PROCEDURES MANUAL

CHAPTER 1

FINANCIAL SYSTEM AND CLASS COORDINATION

Issued

1.02
Page 1 of 1

1.02 Class Administration and Budget

Class Coordinator

Each scheduled class shall have a designated coordinator that will perform the following:

- A. Prepare State Fire Training "Request for Course Scheduling", if applicable
- B. Prepare college teaching assignment, if appropriate
- C. Coordinate with the instructor on college administrative issues, instructional services contract (if applicable), and procuring class books, A/V equipment, tools and equipment, supplies, etc.
- D. Develop and distribute the class advertising flyer, including distribution to the RCTOA webmaster.
- E. Develop the class budget
- F. Maintain a class file and register students, keep rosters, perform college and state registration, forward deposits and invoices to the CPA, process state fire training and/or college registration paperwork if applicable, process CFSTES, FSTEP, or RCTOA certificates as appropriate, and finalize budget and forward final class file to the CPA for archive.

Class Budget

Each class shall have a balanced budget approved by the board of directors prior to advertising.

Each budget shall include a 5% administrative overhead amount to the RCTOA administrative program.

Exception: classes may be offered for the direct benefit to RCTOA membership at RCTOA expense. These classes shall be approved by the membership, and shall not be subject to the 5% administrative fee.