

CMM's PROCESS TO REQUEST TRAININGS

In a calendar year, CMM only offers 10 free BMTs, and 100 free hours of in-services. In-services are 3-8 hour trainings.

- Maximum of 16 participants in a training
- Trainings will be cancelled if there are less than 10 trainees confirmed a week before the training is scheduled to happen, or if there are less than 8 people present at the time the training is scheduled to begin.

- CMM offers BMT trainings to individual centers, and offers regional BMT trainings.
 - Regional BMT requests **take priority** over requests for a BMT from a single center.
 - **Regions are able to request 2 BMTs per year, enabling each center to train at least 10 new volunteers per year.**
 - Centers participating in regional BMTs work together to determine how many trainee slots each center gets, to total 16 trainees. For example, if 3 centers collaborate to host a BMT, they could determine that they each will fill 5 slots, and open 1 slot to outside centers.
 - Priority is given to centers that haven't had a training in over a year
 - Priority is given to new centers.

- CMM does not decide which centers constitute a region. CMM encourages CMCs to reach out to centers with whom they'd like to partner.

- CMM will use a contracted trainer to cover 2 BMT trainings a year, and would especially do so when:
 - A CMC who hasn't had training in over a year, requests to schedule a BMT at the same time as CMCs requesting a regional BMT.
 - A new CMC requests to schedule BMT at the same time as a regional BMT.
 - 2 regional BMTs are requested to be scheduled at the same time.
 - CMM will meet (Prep Meeting) with CMC Directors who request regional BMT trainings, to review:
 - The contract
 - Logistics
 - Roles of CMCs and CMM
 - CMM's training policies
 - CMM will encourage CMCs to use this meeting to think creatively about how they will work together to meet the needs of the training.
 - When CMM's Director of Training sends the email confirming the dates of a regional training, she will include 3 dates that she'd be available to meet, and will work to confirm a Prep Meeting date with the CMC Directors.

CMM Training Request Schedule

October : Open Requests for February – May of the next year

February: Open Requests for June - September of the same year

June: Open requests for October (same year)-January (next year)