



ARIZONA PROSECUTING ATTORNEYS' ADVISORY COUNCIL POLICIES AND PROCEDURES

Revision Approval: June 19, 2018 Date Approved: May 11, 2017

POLICY: APAAC Membership Policy and Fee Structure

Page
1 of 2

The mission of the Arizona Prosecuting Attorneys' Advisory Council ("APAAC") is to provide training to Arizona prosecutors and their non-attorney staff. In response to a trending decline in Criminal Justice Enhancement Funds, which is APAAC's primary revenue source, and an increasing need for alternative revenue sources to continue support of APAAC's mission, the Council approved an APAAC Membership Category and Fee on April 13, 2017. To promote collaboration with prosecution community partners, on May 17, 2018, the Council expanded APAAC's membership opportunities by approving an APAAC Associate Membership Category and Fee. The APAAC Membership guidelines and seminar registration fee structure, as approved by the APAAC Council on June 19, 2018, are as follows:

1. APAAC Membership shall be on an annual fiscal year basis commencing on July 1, 2017, through June 30, 2018, and renewable each fiscal year. APAAC Associate Membership shall be on an annual fiscal year basis, commencing on July 1, 2018, through June 30, 2019, and renewable each fiscal year.
2. APAAC Membership shall be offered to state, county, and municipal prosecutor agencies only.
 - The APAAC Membership fee is based on a \$50.00 fee per prosecutor and calculated by multiplying the \$50.00 fee by the number of full-time prosecutor positions (filled or unfilled, and including elected officials and/or agency heads) that a member agency has as of July 1st of each fiscal year.
 - APAAC Membership allows full-time prosecutors of the member agency, who are admitted into a training, to attend for no registration fee (except the APAAC Annual Prosecutor Conference).
 - APAAC Membership allows part-time prosecutors of the member agency to attend all APAAC trainings (except the APAAC Annual Prosecutor Conference), provided space is available, for no registration fee.
 - APAAC Membership allows non-attorney staff of the member agency to attend all APAAC trainings designated for non-attorneys (such as victim advocates, legal assistants, and/or administrative professionals), provided space is available, for no registration fee.
 - APAAC Membership provides members with priority registration status for all APAAC trainings (including the APAAC Annual Prosecutor Conference).
 - APAAC Membership provides members with approved travel-related expense reimbursement, pursuant to applicable APAAC reimbursement policy.
 - APAAC Membership provides members with exclusive access to online benefits, including APAAC On-Demand training and legal research documents.

3. APAAC Associate Membership may be offered to attorney and non-attorney staff of federal prosecution and tribal prosecution offices, in addition to police legal advisers and retired prosecutors.

- The APAAC Associate Membership Fee is a per person cost; agency memberships are not available. Fee tier options are as follows:
 - **Option One:** \$150 In-Person Training Fee allows an Associate Member who is admitted into a training, to attend for no registration fee (except the APAAC Annual Prosecutor Conference). APAAC Members have training registration priority over APAAC Associate Members. APAAC Associate Members are not eligible for reimbursement of travel-expenses related to attending an APAAC training.
 - **Option Two:** \$150 Website Fee allows an Associate Member to have access to the online benefits of the APAAC website, including APAAC On-Demand training and legal research documents.
 - **Option Three:** \$250 Fee that combines the benefits of Option One and Option Two.

4. Non-members (including full-time prosecutors, part-time prosecutors, and full-time non-attorney staff) must pay a registration fee for either an in-person or online training, whether sponsored or co-sponsored by APAAC, based on the registration fee structure incorporated in these guidelines. Registration fees are due at the time the non-member registers for a training.

- Non-members (including full-time prosecutors, part-time prosecutors, and full-time non-attorney staff) are not eligible for APAAC reimbursement of travel-related expenses associated either a sponsored or co-sponsored APAAC training.
- The non-member seminar registration fee structure (for trainings either sponsored or co-sponsored by APAAC) is as follows:

<u>1-3 hour</u> APAAC On Demand Training (online)	\$ 50.00
<u>3.5-8 hour</u> APAAC On-Demand Training (online)	\$100.00
<u>1-3 hour</u> Training (in-person or webcast)	\$ 50.00
<u>3.5-8 hour</u> Training (in-person or webcast)	\$100.00
<u>2-3 day</u> Training (in-person or webcast)	\$300.00
<u>4-5 day</u> Training (in-person or webcast)	\$400.00
Annual Victim Advocate, Legal Assistant, and/or Administrative Professional Conferences	\$100.00
Annual Prosecutor Conference	<i>Member registration fee</i> + \$300.00

Grant-funded APAAC trainings may be offered with no registration fee to non-members.