

## **Repeated Non-Attendance Policy**

Applies to All CERT SD-sponsored training or Volunteer Events that meet the following criteria:

- Training has limited seating
- Training takes place at NTC (or outside of NTC for Volunteer Events)
- Registration and attendance are tracked by the CERT SD office

Below are the actions that will be taken for the first three **consecutive** occurrences of non-attendance: to events that the member has signed up for:

**First offense:** email warning sent

**Second offense:** email warning sent

**Third offense:** email warning sent and immediate exclusion from participation in any CERT SD-sponsored trainings or Volunteer Events for the remainder of the month that the third offense occurs and the next entire month.

Example: A third offense occurs on 2/12/10. Member is ineligible to attend/receive credit for any CERT SD-sponsored training/Volunteer Events for the rest of February and the whole of March. If the member is signed up to attend an event during this period of time, their name will be removed.