

2017 CATS Training Dates	ATTENDANCE POLICY
<p style="text-align: center;"> June 3 (10am – 4pm)* June 24 (10am – 4pm)* July 15 (10am – 4pm)** August 12 (10am – 4pm)** </p> <p>*All CATS **Summer Leadership Conference CATS only</p> <p>All trainings are held at the Wood-Ridge Civic Center, 495 Highland Avenue, Wood-Ridge, NJ .</p>	<p>Attendance at each of the trainings is <i>critically</i> important to the success of the CATS. We expect that every effort will be made to attend <i>all</i> trainings. However, we do understand that conflicts may arise and therefore will allow all CATS one (1) excused absence, provided that you follow the procedure detailed below. Beyond that, any additional absences will be reviewed by the LMTI staff on a case by case basis.</p>
<p>COLLEGE TRACK INFO Dates: Monday, July 10 – Wednesday, July 12</p> <p>Please note that your full participation in the College Track Conference is mandatory if you were selected as a College Track CATS. This means that you cannot arrive late or leave early. You will be expected to arrive that morning while the conference does not begin for the participants until that afternoon. The final times for this conference will be determined and distributed at a later date.</p>	
<p>SUMMER LEADERSHIP CONFERENCE INFO Dates: Sunday, August 20 – Friday, August 25</p> <p>Please note that your full participation in the Summer Leadership Conference is mandatory. This means that you cannot arrive late or leave early. The time of arrival on Sunday is to be determined. <u>You cannot miss any portion of Sunday’s activities.</u></p>	

MISSED TRAINING PROCEDURE (NON EMERGENCY)

In a non-emergency situation (i.e. family vacation, sports game, etc), please adhere to the following procedure:

1. Prior to the training (**cannot** be the day of the training), contact the LMTI Staff informing them of the training that you will be missing and the reason for the absence. You **MUST** contact the staff via email or Facebook message. Phone messages will not be accepted.
2. The LMTI Staff will respond and acknowledge the absence and will let your CATS Coordinators know.
3. The LMTI Staff will contact you with any missed assignments, instructions, or information.

We would appreciate at least 7 days notice if you must be absent from a training. This allows us time to adjust the training accordingly and to communicate properly with your CATS Coordinators.

****Even if you have previously informed the LMTI staff of a conflict (either verbally or on your application), you must follow the above steps to confirm the absence.****

MISSED TRAINING PROCEDURE (EMERGENCY)

In an emergency situation (family emergency, illness), please adhere to the following procedure:

1. As soon as possible, notify the LMTI staff of the circumstances via phone, email, or Facebook message.
2. The LMTI Staff will respond and acknowledge the absence and will let your CATS Coordinators know.
3. The LMTI Staff will contact you with any missed assignments, instructions, or information.
4. At the next training, please provide a note from a parent/guardian. If you miss the last training, please bring this note with you to the Summer Leadership Conference.

LMTI Staff Contact Information	Phone: (201) 696.0368	E-mail: ryan@lmtTeeninstitute.org
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