



### Vet Court Con Justification Toolkit

- ❖ **Benefits of Attending**
- ❖ **Tips and Talking Points**
- ❖ **Justification Letter (a letter template you can simply fill out and drop off to your supervisor)**
- ❖ **Calculate your Return on Investment (ROI)**

Many travel and training budgets have been reduced, which means that regardless of the merits of attending the inaugural Vet Court Con, you'll probably need to justify the expense and your time away from the office.

Vet Court Con, the nation's only conference dedicated to Veterans Treatment Courts and justice-involved veterans reflects the "must have" content that Veterans Treatment Court professionals told us is at the top of their lists this year. It's the one event that brings together judges, law enforcement officials, treatment providers, Veterans Treatment Court coordinators, researchers, leading authorities on best practices in veteran substance abuse and mental health treatment, Veterans Treatment Court graduates, probation officers, attorneys, and experts in the Veterans Treatment Court field who will provide you with usable answers to your most pressing questions. No combination of other events can equal the quality, scope and value of this training.

We know that budgets are very tight this year. So, we've put together a Justification Toolkit to help you convince your supervisor and your institution that the return on investment is substantial for attending this training.

#### **Benefits of Attending**

Vet Court Con includes content for Veterans Treatment Courts of every size and region. You'll gain new tactics, insights and increased ability to improve the success of your Veterans Treatment Court.

#### **Five reasons you must attend:**

1. Exclusive, practical content on topics for every discipline on your team.
2. Sessions covering every aspect of a Veterans Treatment Court, including planning, implementation and operations.
3. Direct access to the largest group of experts in the fields of treatment, evaluation, supervision, law, and other issues impacting your program.
4. Significant opportunities for peer idea exchanges.
5. Interact and learn from the nation's leading pioneers in Veterans Treatment Courts.

#### **You'll benefit from:**

**Comprehensive content.** Justice For Vets will cover the topics that matter most to Veterans Treatment Court professionals.

**A flexible program.** We offer a combination of plenary, concurrent general and breakout sessions providing you the ability to custom-build a tailor-made conference experience.

**Current thinking in the heart of the Veterans Treatment Court community.** Come hear experts talk about what concerns them now and into the future.



### Tips and Talking Points

Here are some tips and talking points that you will want to consider when making your request to attend the inaugural Vet Court Con --focus on what you will specifically bring back to the organization as return for the investment.

### PREPARE

- ❖ Be ready with a plan that shows who will cover for you while you are attending Vet Court Con.
- ❖ This conference will help build your team, providing a forum for team members to discuss tools, technologies, and processes and how they might apply to improve your Veterans Treatment Court.

### EMPHASIZE

- ❖ Vet Court Con offers a comprehensive, time-intensive learning environment. Your attendance will be much more cost effective and time-efficient compared to registering for multiple seminars or webinars. Plus, you'll minimize the time you are away from the office.
- ❖ The conference offers Veterans Treatment Court professionals an unparalleled, world-class education. It provides an in-depth curriculum developed and delivered by the field's most recognized experts.
- ❖ Professional development training is critical to prepare employees to take on greater responsibility. Attendance at professional development conferences such as this will provide your Veterans Treatment Court with the tools to ensure your program has access to evidence-based solutions for your court and its participants.
- ❖ If you are working to obtain or maintain your professional education status, remind your supervisor that the conference offers valuable training hours you can apply towards required continuing education. This conference has been approved for continuing legal education (CLE) credits in most states, judicial education (JE) credits, and substance abuse provider continuing education (CEU) hours. Also, the parent organization of Justice For Vets, the National Association of Drug Court Professional (NADCP), is a certified provider of education for NAADAC. **Remember to bring your bar # and/or substance abuse provider certification number. It will be difficult to report without these numbers.**
- ❖ The content is appropriate for courts of all sizes and all regions.



## SHARE

- ❖ Offer to deliver a short presentation and Q&A to your colleagues to share what you've learned. That way others in your court will get the benefits of your attendance, too.
- ❖ Share the speaker handouts with your colleagues. As an attendee, you have unlimited access to materials posted by speakers

Be sure to check out the registration page where the registration fees are listed to see if you qualify for the NADCP Member Rates. Remember: NADCP Members save \$100 on registration fees.

### **Sample Justification Letter**

This is a suggested template for a letter you can draft to request employer support for your attendance at Vet Court Con, December 2-5, 2013 in Washington, DC. If you decide to use it, please make sure you include your court or agency's name and the correct prices in the appropriate areas. Also, be sure to do your homework and calculate your return on investment (ROI). We look forward to seeing you in Washington DC!!!

[Date]

[Supervisor's name]

[Title]

[Company name]

[Postal Address]

[City, State, Zip]

Dear [Supervisor's name],

I would like to attend Justice For Vets', Vet Court Con December 2-5, 2013 in Washington, DC. I believe that attending this conference will benefit me through the education I will obtain and the valuable information I'll be able to share with [insert court/agency name]. Justice For Vets provides training and technical assistance to over 100 Veterans Treatment Courts across the nation. Vet Court Con will be the largest training conference in the nation addressing substance abuse and mental health issues among the veteran population and how to keep those who served in the Armed Forces out of the criminal justice system and into the treatment they have earned.

Vet Court Con is specifically tailored to enhance the skills, leadership, and training of the Veterans Treatment Court team and those working with justice-involved veterans. With over 75 cutting-edge sessions, opportunities to connect and learn from colleagues around the nation, I will come away educated and energized! Vet Court Con offers courses for the new practitioner and team members who have been in the field for years. The sessions will be a blend of providing what to watch for now and in the future and practical ways to implement these concerns at a minimal cost. Further, it will help us focus our attention on the highest risk areas, given how stretched our resources are.

Plenary presentations and breakout session topics will include [add topics from your specialty— and benefits specifically to your responsibilities] [click here to see program.](#)

It is not often that an opportunity comes along for me to go to a conference like this, so I hope that you will approve my attendance. Justice For Vets provides enormous value for the money because the pre-registration fee is only \$550 for NADCP members and \$650 for NADCP non-members. I have calculated the costs on the attached expense worksheet for your convenience.



The inaugural Vet Court Con will offer me a world-class education that is unparalleled in our field. For the benefits that I expect to derive from this conference, I believe those costs are minimal, and I hope you will support my attendance.

Sincerely,  
 [Your name]  
 [Title]

**Calculate ROI for Attendance- How to Justify Conference Attendance**

Conference expenses are affected by a number of factors. Before you can even begin to justify conference expenses, you need to calculate what those expenses are. To do so, use the following Expenses Worksheet to develop a cost estimate for attending Vet Court Con.

**Expenses Worksheet**

<b>Expense</b>	<b>Guideline</b>	<b>Cost</b>
Conference Registration		\$
Flight	Try a Web travel service to get a quick estimate	\$
Lodging	Justice For Vets negotiated rates with hotel	\$
Transportation: Airport to Hotel	Taxi- car rental?	\$
Transportation: Hotel to Airport	Taxi- car rental?	\$
Mileage Reimbursement	Driving to conference? To the airport for your flight? Use Map Quest to calculate distances, then multiply miles by 55.5 cents/mile (IRS standard for 2012)	\$
Parking Reimbursement	at airport for flight departure, or at hotel where conference is located	\$
Food Per Diem	IRS local rate for conference is \$71. Remember, most include breakfast \$12, lunch \$18, Dinner \$36 & incidentals \$5	\$
<b>Subtotal</b>		\$
X Total number of employees going		X
<b>= Grand Total</b>		\$