



FIRST THINGS FIRST

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Memorandum

To: Regional Partnership Council Members
From: Josh Allen, COO/CFO
Date: January 26, 2012
Subject: State requirements for volunteers

Thank you for volunteering your time to serve as a member of a Regional Partnership Council. The First Things First Board, Regional Council Members and staff have the unique opportunity to affect the lives and futures of over 600,000 Arizona children. We look forward to your contribution to this effort.

Even though you cannot be compensated for time spent in your role with First Things First, you are eligible to receive reimbursement for certain travel expenses. To obtain travel related reimbursements, however, volunteers have to comply with many of the same requirements as State employees since travel is reimbursed through the state's payroll system. The payroll system requires identifying information to generate a payment and the completion of the authorization for direct deposit form in order to receive reimbursement via direct deposit or a Bank of America CASHPAY® Card . Please complete the attached paperwork so we can enter you into the system and reimburse you for travel expenditures. Another requirement for travel reimbursement is the completion of the State of Arizona Defensive Driving course (RM29). You will be able to complete the online defensive driving course by using the following link: http://www.azgu.gov/RM29N_1.0/main3.swf . Once the course is completed you will then submit the certificate of completion to your Regional Director.

In addition, all Regional Partnership Council Members are required to complete the Public Service Orientation. Under A.R.S. §38-592 all appointees to a State board or commission must complete the course within six months of their appointment date. To complete the training, go to the following website: <http://azgovernor.gov/bc/> and click on [Public Service Orientation Online course](#) or use the following link: http://www.azgu.gov/PHI1002_1.0/. Print three copies of the certificate. Keep one for your files, give the second to your Regional Director, and send the third one to the State at the address provided at the end of the course.

Thank you again for volunteering and please let us know if you have any questions or need assistance in completing the required paperwork. Once you have completed the paperwork please send it to your Regional Director.