

## **VIP Information and Guidelines 2018**

Thank you for choosing MADD for your Victim Impact Panel.

We are the only certified MADD VIP classes in Georgia.

**Check-In and on-site Registration Time:** Starts **1 hour** before listed start time *except Columbus*. Please arrive 30 min before the start time.

- Check in starting at **9am** for **10am Saturday Panels**
- Check in starting at **10am** for **11am Saturday Panels**
- Check in starting at **6pm** for **7pm Weeknight Panels**
- *Check in starting at **5:30pm** for **6pm Columbus Weeknight Panel***

### **VIP Information:**

All attendees should register online to attend a MADD VIP.

- To register and pre-pay with credit/debit card or pre-register and pay at the event, select the correct panel, then click the link red "**Register**" button
- Fill out the requested information completely
- Choose your method of payment
  - If you would prefer to pay at the door, when you get to *Payment Information* select "**MONEY ORDER**" \*\*\*NOTE-your seat at the panel is not guaranteed until payment is made in full
  - The only acceptable form of onsite payment is a money order made out to MADD
  - Pre-registration and payment is *highly recommended*
- When you pre-register you will receive confirmation of registration via email to the email address provided. If you do not receive email verification follow up with the **MADD GA** office at [ga.state@madd.org](mailto:ga.state@madd.org) to verify your payment was received.
- If you do not have an email address, call the MADD GA office to register over the phone at **770-615-3737**.
- **Under 18:** Unless court ordered to attend a panel, anyone under the age of 18 will not be allowed into a panel. Anyone court ordered and under the age of 18 must be accompanied by a parent or legal guardian (over 18).
- Do not call the venues where the panels are held. They have no affiliation with MADD and are not able to provide you with information.
- To receive a duplicate receipt or if you have questions regarding the panels, please see below.
- VIP Agenda: Please allow 2 hours for panels. Please use the restroom before entering. You will check in & pay the fee/check pre-paid, hear the presentation, fill out an anonymous survey, and get your receipt-certification of completion to give to the court.
- Arguments with volunteers and/or staff over guidelines or ejections will be reported to probation/court.
- MADD reserves the right to deny entry and/or to remove you from the course if these or any other guidelines not listed are not met without any refund. Please see below for more information
- Although some panels may be conducted in churches, MADD does not have a religious affiliation.

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## **Our Requirements:**

### **Panel Fee:**

- Panel is **\$50.00**. There is a \$3 convenience fee assessed when registering online.
- MADD GA does not waive fees.
- **On-site registration:** \$50 Money Orders or Certified Bank Checks\* need to be made payable to **MADD**.
  - MADD cannot accept cash, checks or credit cards onsite at the panel
  - Pre-registration and payment is highly recommended to reserve seating.
  - If you have cash, you will need to have it converted into a money order or into a certified bank check
  - \*Money orders are issued by banks, convenient stores, grocery stores, etc. Some places charge a fee for getting a money order/ certified bank checks are issued by banks (these are not PERSONAL checks).
- MADD VIP registration fees are non-refundable. If you are no longer able to attend the VIP for which you originally registered, you will need to contact via email [ga.state@madd.org](mailto:ga.state@madd.org) and work with the local MADD affiliate hosting the VIP to register for a different panel. Please note, panels charge a reschedule fee (**\$10.00**). If there was an error in the processing your credit or debit card when paying the registration fees for a MADD VIP, we will honor your request for the refund of erroneous charges made within 30 days of your registration transaction

### **Breath Test Fee:**

- Some panels charge an additional \$15.00 fee (money order only) for the breathalyzer test. Check registration link to see if location charges fee and to whom the money order needs to be made out to.
- MADD GA does not waive breath test fees were required.
- All participants are subject to breath tests for alcohol. Your BAC must be 0.00 to attend.
- No alcohol or drug use prior to attendance.
- If you are suspected of using alcohol or drugs, law enforcement will be called. NO REFUNDS will be given if you are asked to leave because of suspicion of drug or alcohol use or disrespect during the panel.

### **Identification:**

- A Photo ID is required. Even if you pre-paid, a photo ID is still required at time of check in
- Driver's license, Passport, ID card, School ID, ATM or Sam's Card with a photo, etc. If we do not have a photo ID of some kind we cannot let you in.
- A GA ID Card can be issued by DDS if your license has been revoked or lost.

### **Court Paperwork:**

- Please bring a copy of your court papers with your case number so you know where you were sentenced if you did not register online.

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### **Verification of Attendance:**

- Verification of attendance is given at the conclusion of the panel. You must retain and provide to probation, court admin or any other agency in reference to your case.
- MADD DOES NOT PROVIDE PROOF OF ATTENDANCE TO COURTS, THIS IS THE RESPONSIBILITY OF THE ATTENDEE.
- Failure to provide proof of attendance may result in additional consequences
- Please make a copy of your receipt-certificate for your own records before giving it to probation or the court. There is a \$50 fee for lost receipts-certificates

### **Replacement Receipt:**

- To get a replacement, please email at [ga.state@madd.org](mailto:ga.state@madd.org) or call 770-615-3737. Please do not contact the VIP site location as they are not MADD and have no access to the paperwork.
- You must be able to name the location and date where you attended in order to see if you are eligible to receive a replacement.
- If you are eligible to receive a replacement, they cost **\$50.00**. Please bring/mail a completed money order or certified bank check made out to MADD. *Credit cards may be accepted over the phone with the option to scan and email you a replacement and then to snail mail you the original based on staff availability.*
- Contact the State Office via email [ga.state@madd.org](mailto:ga.state@madd.org) or call 770-615-3737 for more instructions on obtaining a replacement

**If Online Registration is closed:** Online Registration closes 24 hours before a weekend panel and by 11am on weekday panels. If online registration is closed, you will have to register and pay in person the day of the class during the check in time. Please bring your money orders, breath fee money order if applicable, photo ID, and copy of your court paperwork. You will be seated after the pre-registered have checked in if the room is full. It usually is not full so come on down.

### **Code of Conduct:**

- If you choose to, or are asked to leave at any time during the presentation, you will not be re-admitted and fees will not be refunded.
- If you arrive LATE, you WILL NOT BE ADMITTED.
- Anyone who has consumed alcohol or other substances prior to attending will not be admitted
- No eating, drinking, sleeping, reading, talking, texting, etc. is allowed during the panel.
- Please remove all hats, hoods, & sunglasses.
- Disruptive behavior will not be tolerated
- Please turn off all cell phones, pagers, recording and all electronic devices
- Please follow all site locations rules--"no smoking" policies enforced
- Some locations have LIMITED seating. It is recommended that you pre-register and arrive on time. Do not arrive before the beginning of sign in time. You must arrive at least 30 minutes before the end of sign in time.

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- Relatives and guests may be asked to wait outside during the session; they will be let in *only* if space permits
- Teenagers under 18 should not be brought to the panel sessions unless accompanied by an adult or court ordered; no children allowed

### Cancellations:

- Weather cancellations will be posted on the panel registration line and website or emailed if registered online. *Sudden weather issues may not be available to be posted so always use caution.* VIPs may be closed to inclement weather (snow, ice, flooding, etc.). Never drive in dangerous weather or during hazardous road conditions.
- If you register and pay online, but are no longer able to attend that panel, you will need to contact the MADD GA via email [ga.state@madd.org](mailto:ga.state@madd.org) office a minimum of 24 hours prior to the panel to reschedule for another panel and transfer your registration fee. In certain emergency situations, MADD GA may agree to transfer your registration with or without a \$10 change fee to another panel if you are unable to call prior to the panel date. In these situations, you must email [ga.state@madd.org](mailto:ga.state@madd.org) the MADD GA office within 24 hours after the panel in order to be eligible for an emergency exemption. *You may call 770-615-3737, but email documents your request better.*
- Change Panel Fee is \$10.00.
- There is no change fee if MADD cancels or reschedule a panel.
- MADD reserves the right to change the time, location, or entry amount of the panel. All attendees should double check dates, times, and location via hotline or website. MADD reserves the right to make changes without notification.
- Please do not call the location that is hosting the VIP as they will not give out directions or information for the program. Go to MapQuest, Yahoo maps or some search engine before driving to the location.
- **Victim Impact Panel (“VIP”) Registration Fee Refund Policy.** MADD VIP registration fees are non-refundable. If you are no longer able to attend the VIP for which you originally registered, you will need to contact and work with the local MADD affiliate hosting the VIP to register for a different panel. Please note, many panels charge a reschedule fee. If there was an error in the processing your credit or debit card when paying the registration fees for a MADD VIP, we will honor your request for the refund of erroneous charges made within 30 days of your registration transaction. <https://www.maddvip.org/privacy-policy/>

### **VIP ONE PAGE SHEET TBD**

- **Dates subject to change.**
- **Always check main website for dates as those will always be correct.**