

STANDARDIZED FIELD SOBRIETY TESTING (SFST) COURSE SPONSOR RESPONSIBILITIES

As a course sponsor, a contact name and phone number at the sponsoring agency will be posted on the State Patrol website. Students interested in attending training are directed to the web for a list of available classes. They are instructed to contact the course sponsor for availability.

There is no cost for the instructors, manuals, or classroom supplies. The only cost generally incurred by the sponsoring agency is for alcohol, snacks, etc. for the volunteer drinkers.

The agency is responsible for providing and assuming responsibility for the following items:

PERSONNEL

- Bartender – responsible for measuring and documenting the number of ounces of alcohol consumed
- Assistants – one assistant for every four volunteer drinkers.
It is suggested that one assistant is male and one is female

CLASS SIZE

- 20 (minimum) to 25 (maximum) students

CLASSROOM FACILITIES

- Tables and chairs for number of students
- Projection screen to display presentation slides
- An area large enough for groups of students to practice SFSTs
- A separate room large enough for drinking subjects.
This room should be near restroom and an outdoor exit (for volunteers who smoke)
- Instructors will need access to the classroom one hour prior to the start of class

DRINKING SUBJECTS

- Volunteers are needed for **BOTH DAYS** of training.
- Volunteers should arrive 4 hours after the start of training. They will be done at the conclusion of the training day.
- Enough volunteers for a ratio of one volunteer for every three students.
You may want to recruit a couple extra
History has shown that volunteers occasionally cancel on very short notice
- Volunteers must be at least 21 years old and not over 65
- They must be in good health and able to perform balance and coordination tests without being impaired
- Volunteers should be under no medication
- They should have no history of alcoholism
- Volunteers should not eat within two hours prior to arrival
- Class students cannot be volunteers
- It is preferred that police officers are not used
- Arrange for transportation **to and from** the class prior to their arrival
- A waiver of liability must be signed by all volunteers (supplied by lead instructor)

ARTICLES NEEDED

- Digital display PBT or DataMaster (and appropriate mouthpieces)
- One ounce shot glass
- Variety of 80 proof distilled spirits and mix
You can poll the volunteers beforehand to get an idea what they want to drink
Try to discourage beer drinkers. They often get full before reaching their target.

- Instructor table
- Flip chart or white board with markers
- Variety of snacks (optional)
- Music, cards, dice, movies, etc. (optional)

**An email verification of attendance will be sent to the students
within two weeks of the completion of the class.
Students should save the email for their own records.**

If you have any questions, contact your lead instructor or
Lieutenant Don Marose at 651-297-7132 or don.marose@state.mn.us

Minnesota Department of Public Safety
SUBGRANT FINANCIAL REPORT FOR PROJECT INCOME

Sponsoring Agency	Grant Number: 08-03-04
Project Title: DRE Advanced Officer Training	Name of training
Prepared by:	Date of training
Date: Phone: ()	

This form is used ONLY by sub-grantees who are generating income from grant activities. Complete this form for any course that generated program income and submit the form to:

Lieutenant Don Marose
445 Minnesota St. Suite 130
St Paul, MN 55101
don.marose@state.mn.us

PROJECT INCOME includes, but is not limited to reimbursement for registration fees; sale of goods produced with project funds; and client fees. Income generated from the program can not be used to purchase alcohol or any other federal unallowable expenses. If you have questions regarding these expenses, contact your program coordinator. All income generated from the training course must be expended on the class. Cash balance must be \$0.00 or a negative.

REPORT OF PROJECT INCOME RECEIPT AND EXPENDITURE

1. Number of people attending course	
2. Cost per person	
3. Total Income generated from course	
4. Expenditures (List all)	
5. Total Expenditures for Course	
6. Cash Balance (Subtract 5 from 3) Must be \$0.00 or negative	

***REQUIRED SUBGRANTEE SIGNATURES:** I certify that, to the best of my knowledge and belief, this report is correct and the expenditures were made within the guidelines of the funding source.

 Authorized Signature

 Phone No.

 Date