NAMI In Our Own Voice Operating Policies

The policies and procedures you will find in this document outline the current standard for In Our Own Voice (IOOV) in the United States and Puerto Rico. It is understood that NAMI State and Affiliate organizations, and their Education Committees, may not set policies at variance with the IOOV policies and procedures stated below.

Copyright

1. All NAMI material is copyrighted. Permission to use the material must be obtained from the NAMI National Office.
2. No group or individual may rewrite any of the NAMI IOOV materials.

Fees/Expenses

1. Each IOOV Presenter shall be paid a $30 stipend per presentation given, for a total of $60 per presentation.
2. IOOV Presentations are free for all audiences and may not be offered contingent on payment by any company, organization, group or individual. Contributions by companies, organizations and groups are accepted and encouraged.
3. IOOV Presenter training is free of charge to eligible trainees.

Presentation Policies

1. IOOV Presenters must present in teams of two (2).
2. Presentation of IOOV shall not be changed or revised in any way when being offered to the community.
3. IOOV presentations shall be given in 60 to 90 minutes.

Presenter Qualifications

1. All IOOV Presenters must be persons with mental illness.
2. Any person trained at a NAMI IOOV training not acknowledged by the NAMI National Office shall not be considered an IOOV Presenter. This includes trainings that do not use current approved IOOV training material.
3. Presenters giving presentations that do not conform to IOOV guidelines shall not be recognized as NAMI In Our Own Voice presentations.

Training Policies

1. All IOOV Presenter trainings must be conducted using two (2) certified NAMI IOOV Trainers.
2. A Program Training Notification Form, signed by the State Executive Director or Board President, must be sent to the National Office at least six (6) weeks prior to any IOOV training.
3. The two-day IOOV training format and content may not be altered or condensed in any way.
4. If the IOOV Coordinator is not able to be present for the entire training, a designated staff member or volunteer must be present in case of an emergency and to provide for the needs of participants and the Trainers. If the Coordinator is one of the Trainers, a separate designated staff member or volunteer must be present for the entire training.
5. The IOOV Coordinator must submit a training report to the National Office for review along with a copy of complete training evaluation forms from trainees.
6. We recommend that no trainee shall travel more than one (1) hour to or from training without being offered overnight accommodations during the training.
7. Trainers shall be offered accommodations the night before and during trainings.

**Trainer Qualifications**

1. Prospective Trainers for IOOV must be IOOV Presenters for a span not less than one (1) year or have given at least 5 IOOV presentations.
2. Prospective Trainers must fill out an application form to be reviewed by the State IOOV Coordinator and the National Office. A NAMI State Organization reserves the right to refuse any application after careful consideration and collaboration with the State Coordinator and the Executive Director.
3. Eligibility of a Trainer to train may be reviewed and eligibility withdrawn at any time. Withdrawal of eligibility shall be determined after careful review by the IOOV Program Director and the NAMI Education Director. Decisions will be based on training evaluations and the recommendation of the State Coordinator.
4. Any Trainer who does not train for a period of more than two (2) years must work with the National Director to receive an update on training content and technique.