

ADULT TRAINING REQUEST FORM



- Training Request forms must be filled out for any adult training that uses council-provided curriculum and is taught by a volunteer acting in the role of council trainer.
- Service team members, service unit managers, council trainers and staff may turn in training request forms. Requests must be turned in to the appropriate adult development manager no later than 5 weeks prior to the requested training date.
- Training Request forms must be approved by the adult development manager before training is scheduled/offered.
- Requests will be denied if training is already scheduled during the same time frame and is a reasonable distance from your regional area. See the training schedule before turning in a request.

PERSON REQUESTING TRAINING

Name: _____ SU# _____

Volunteer/Staff Position: _____

Phone: _____

Email: _____

TRAINING BEING REQUESTED

Training Requesting _____

Do you have a preferred council trainer? Yes No _____

of Attendees expected _____

Do you have a preferred site? Yes No _____

Dates / Times Requested:

#1 _____

#2 _____

#3 _____

NOTE: ALL TRAINING MUST BE GIVEN A REGISTRATION NUMBER BY COUNCIL AND BE OPEN TO VOLUNTEERS COUNCIL-WIDE.

FOR COUNCIL USE ONLY

<input type="checkbox"/> APPROVAL Date _____ Time _____ Trainer Assigned _____	<input type="checkbox"/> DENIAL Reason _____ _____ _____
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