Training Request Form

Thank you for your interest in Y-USA Leadership and Development Trainings. In general, Training Partner Ys (TPYs) need a minimum of 2 months to coordinate a Mini Training Event and 3 months for a Regional Training Event (RTE). **To request a training, please complete this form and return to Jen Nicodemus at jnicodemus@michiganymca.org.**

YMCA NAME: ____________________________________________________________

YMCA PHONE NUMBER: __________________________________________________

CONTACT PERSON: _______________________________________________________

CONTACT PERSON PHONE: ________________________________________________

CONTACT PERSON EMAIL: ________________________________________________

Y USA TRAINING COURSE INTEREST
Which course(s) are you requesting?:

1. ________________________________________________________________

   How many staff do you have interested to attend? [ ] 1-3 [ ] 4-6 [ ] 7+  
   Is this training part of a grant requirement?* [ ] YES [ ] NO  
   Is this course open to all YMCAs? [ ] YES [ ] NO [ ] MAYBE  
   Are you able to host the training(s)?** [ ] YES* [ ] NO [ ] MAYBE

2. ________________________________________________________________

   How many staff do you have interested to attend? [ ] 1-3 [ ] 4-6 [ ] 7+  
   Is this training part of a grant requirement?* [ ] YES [ ] NO  
   Is this course open to all YMCAs? [ ] YES [ ] NO [ ] MAYBE  
   Are you able to host the training(s)?** [ ] YES* [ ] NO [ ] MAYBE

3. ________________________________________________________________

   How many staff do you have interested to attend? [ ] 1-3 [ ] 4-6 [ ] 7+  
   Is this training part of a grant requirement?* [ ] YES [ ] NO  
   Is this course open to all YMCAs? [ ] YES [ ] NO [ ] MAYBE  
   Are you able to host the training(s)?** [ ] YES* [ ] NO [ ] MAYBE

*If yes, when is the deadline for completing this training? _________________

**If yes, complete page two. Host YMCAs will receive one complementary registration for each course. However, all registration fees of the course must cover all trainer costs, certification fees, and all course material and supplies. If these costs exceed what the registration fee covers, the host YMCA agrees to cover that cost.
HOST AN EVENT/COURSE

Complete the following information if you want to host the training course:

HOST SITE YMCA NAME: ________________________________________________

HOST SITE ADDRESS: ________________________________________________

HOST SITE CONTACT NAME, PHONE NUMBER AND EMAIL (if different than page 1):

As host, can you provide the following items?:

1. A power point projector               [ ] YES   [ ] NO
2. A screen to project on or a wall free of distractions [ ] YES   [ ] NO
3. An easel                             [ ] YES   [ ] NO
4. Speakers                            [ ] YES   [ ] NO
5. Reliable WIFI in the room where the training is offered [ ] YES   [ ] NO

Additional information about the host site:

1. Are there restaurants within a 10 minute drive? [ ] YES   [ ] NO
2. Are there local restaurants that will cater? [ ] YES   [ ] NO
3. Is this a conference room with a large table? [ ] YES   [ ] NO*

*If no, how many tables and seats can the area hold? __________________________

4. What is the approximate square footage of the training area? ______________________

TRAVEL AND LODGING:

Please list two local hotels:

Option 1: ____________________________   Option 2: ____________________________

_______________________________________________   ______________________________

PHONE: ______________________________   PHONE: ______________________________

Travel Distance____________________   Travel Distance____________________

1. What is the closest airport? ______________________________

2. Is someone available to provide transportation for the trainer? [ ] YES   [ ] NO

Please return completed form to Jen Nicodemus at jnicodemus@michiganymca.org.

Updated April 2019