



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 | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. A screen to project on or a wall free of distractions | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. An easel | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 4. Speakers | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 5. Reliable WIFI in the room where the training is offered | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

Additional information about the host site:

- | | | |
|--|------------------------------|------------------------------|
| 1. Are there restaurants within a 10 minute drive? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 2. Are there local restaurants that will cater? | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 3. Is this a conference room with a large table? | <input type="checkbox"/> YES | <input type="checkbox"/> 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.