



Request for On-site Training

Please complete the following as fully as possible and email to Helma Irving: irvinghelma@fs-inc.org or fax to (240) 631-6949. Call Helma at (301) 840-3248 if you would like to discuss special requests. We will send you a proposed contract within a week if we are able to meet your need.

Contact Person's Information		
Contact Name:		
Phone:	Email:	
Center Information		
Center Name:		
Address:		
City:	State:	Zip:
Training Site Information <i>(if different from above)</i>		
Location of Training:		
Address:		
City:	State:	Zip:
Event Information		
Topic(s) of Training request(s):		
Date(s) of Event:	Start Time:	End Time:
Number of Staff needing Training:		
Ages of Children you serve:		
Tell us about your Training Room <i>Is it equipped with the following:</i>		
Sufficient adult size chairs?	Y/N	
Plug and extension for lap top computer and projector?	Y/N	
Projector screen for PowerPoint presentation?	Y/N	
TV/DVD/VCR?	Y/N	
Additional rooms for break out groups?	Y/N	
Room for flip chart:	Y/N	
Other information you would like to share or request:		

For Office Use Only

Please place completion date and initials beside corresponding action:

Trainer _____	Equipment Check _____
Contract Sent _____	Certificates Sent _____
Contract Returned _____	__ Sets of Handouts prepared _____