

Application for On-Site Training

-Side One-

Submit your application for approval **at least 4 weeks in advance** of the planned event

Name of organization _____	Application date _____
Contact person _____	Phone _____
FAX _____	Email _____
Workshop title _____	Date/s & Time/s _____
<i>Please use title in Planning Guide.</i>	
Location _____	City/County _____
Targeted audience _____	
Estimated # of participants (<i>Minimum of 10</i>) _____ Maximum workshop capacity _____ Open to others: Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>*Pre-register for Core workshops by calling the Resource Center at 1-800-237-0178 or e-mailing vdesk@vcu.edu</i>	

Please provide the following information for ALL workshops except for Core:

1. What is the purpose for the workshop and how was the training need determined?
2. Attach an agenda with specific details, such as workshop length, times, activities, copies of handouts. (*Include time for meals and breaks.*)
3. Do you plan to use a consultant trainer? Yes No (*If yes, please fill out the following so that we can contact the trainer. Trainer must be approved by the Resource Center four weeks in advance of the event, and must have a resume in our files.*)

Name _____

Home Address only _____

City _____ State _____ Zip Code _____

Phone (*Home*) _____ (*Business*) _____

Email _____ Fax: _____

Virginia Adult Learning Resource Center
Oliver Hall, 1015 West Main Street
PO Box 842020, Richmond, VA 23284-2020

Phone: 1-800-237-0178

Fax: 1-804-828-7539

E-mail: vdesk@vcu.edu

Reimbursement Information

Training Fees

- ✓ Training fees must be approved at least four weeks in advance of the event.
- ✓ The maximum allowable fee is determined by the trainer's level of education:
 - Bachelors degree \$45/hr
 - Masters degree \$60/hr
 - Doctorate \$75/hr
- ✓ Initial Tutor Training
 - The maximum trainer fee is \$100/day.
 - One day is a minimum of 6 hours.

(If two or more trainers present one workshop, they split the fee.)

Trainer's Travel Reimbursement

- ✓ **\$.325/mile**
- ✓ **Minimum reimbursement request is \$32.50**

Food

- ✓ **Workshop: \$1.70 per person per workshop hour**
- ✓ **Break: \$1.50 per person (for workshops of 4 hours or more)**
Ex: \$1.70 x 3 hours = \$5.10/person x 35 participants = \$178.50
Ex: \$1.70 x 4 hours = \$6.80/person + \$1.50 = \$8.30/person x 35 participants = \$290.50

*Please remember to save workshop & travel receipts.
Reimbursements cannot be made without them.*

Cost Calculations		Budget (Office Use Only)
Trainer: Contact Hours	▶ Number of Training Hours _____	\$
Level of Education (Check One)	▶ BA____ MA____ Ph.D.____	\$
Travel	▶ Estimated roundtrip miles _____	Mileage x .325 = \$
Facility		
Food for Meeting	Estimated cost \$	\$
Break (4 hr. workshop or more)	Estimated cost \$	\$
Instructional Supplies		
Participant Handouts (Printing costs)	Estimated cost \$	\$
Other (Please specify)	Estimated cost \$	\$
Total:		\$

Additional services requested:

Ship: ___ Resource Center Folders

Approved:

Objectives (Office use only)

Literacy Support Coordinator

Date

Staff Development Coordinator

Date