

Humane Society University 2011 Training Request Form



**Please complete and return this form to:
(scan/fax or mail)**

Humane Society University
The Humane Society of the United States
700 Professional Drive
Gaithersburg MD 20874
T: 301-721-6436 F: 866-481-6912
mcrane@humanesocietyuniversity.org
website: www.humanesocietyuniversity.org

Requestor's Contact Information:

Name:		Address (Street Address, City, ST, & zip):	
Organization:		Phone:	
Position:		Fax:	
Email Address:			

Contact:

Please note the best times (and preferred method, i.e. email or phone) to contact you:

Preferred Dates:

Please list your top three choices of dates when you would prefer to hold the class. The earliest date must be at least four months away from the time of the request.

Training Type Requested:

Please select one from the list below.

- Public Training (open to other agencies or the general public, if appropriate)
- Private In-service Training

Course Requested:

- Animal First Aid for Disaster Responders
- Animal Cruelty 101 (for Animal Welfare Staff and Volunteers and Educators)
- Animal Cruelty/Fighting Investigations (for Animal Control Officers and Humane Investigators)
- Animal Sheltering Operations Boot Camp
- Bite Prevention for First Responders and Service Industry Employees (*NEW*)
- Coping with Compassion Fatigue
- Disaster Animal Response Team (DART)
- Emergency Animal Sheltering (EAS)
- First Strike: Connecting Domestic Violence and Animal Cruelty
- Humane Handling of Fearful Dogs for Shelter Staff (*NEW*)
- Illegal Animal Fighting Investigations (for Law Enforcement and Investigators)
- Illegal Animal Fighting Investigations II (for Law Enforcement and Investigators)
- Shelter Management Trainings

Proposed Hosting Agency:

Same agency and contact person as above

Agency:		Agency Address:	
Contact Person:			
Position:		Website URL:	
Email Address:		General Phone:	
Direct Phone:		Fax Number:	

Requirements for a Training Facility

- If you expect attendees from outside your local area, the training facility should be convenient for air travel and near inexpensive hotels/residential facility (such as a dormitory, etc.). The local organization provides the HSUS instructors and the students with information about local accommodations as well as local travel information, parking, amenities, etc.
- Meals are "on your own," unless provided at the hosting agency (see "Lunch Options," below), so inexpensive restaurants should be nearby to accommodate different diets.
- The classroom should accommodate at least 40 people, with tables or student desks, so participants can have a place to write and still see the presentation. Tables are required so that students can work in small groups.
- If the classroom is in an auditorium, break-out rooms are required.
- The classroom should be protected from the elements (with heat or air conditioning as required) and have electricity for an LCD projector and possibly a VCR. A projection screen is needed, minimum 6' by 6', or larger depending on class size. The classroom should also have a chalk/wipe board, easels with paper, markers, erasers, etc.
- The facility should include an area for refreshments, rest rooms, and parking.
- The facility must be compliant with all provisions of the Americans with Disabilities Act (ADA).

Proposed Training Site:

Same agency and contact person as above

Agency:		Address:	
Contact Person:			
Position:		Website URL:	
Email Address:		General Phone:	
Direct Phone:		Fax:	

Seating Capabilities of the Training Facility:

Room Set Up: Auditorium Style Classroom Style

Maximum Number of Students: (required information):

Will students have access to a desktop/tabletop for writing? Yes _____ No _____

Area available for refreshment breaks? Yes _____ No _____

Audio-Visual Equipment Available:

Please select the equipment you have available.

- | | |
|--|---|
| <input type="checkbox"/> LCD Projector | <input type="checkbox"/> Computer able to support Microsoft PowerPoint |
| <input type="checkbox"/> DVD Player | <input type="checkbox"/> Screen or blank white wall (minimum 6' x 6' or larger preferred) |
| <input type="checkbox"/> Flip Chart | <input type="checkbox"/> Microphone (if room size or warrants it) |
| <input type="checkbox"/> Markers | <input type="checkbox"/> Speakers/Audio System (for DVD player, computer or microphone) |

Training Facility Location:

Distance from closest major airport to training site:

Miles:

Driving Time:

Recommended Nearby Hotel(s):

Hotel Name:		Website URL:	
Contact Person:		Local Phone:	
Agency Address:		Toll-free Number:	
		Fax Number:	

Will the hotel offer any special rates for participants of the class? If so, please list the rate and how it will be listed below.

Example: \$99/night double occupancy; ask for "The Humane Society rate."

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Lunch Option:

The host agency will provide lunch to attendees at their own cost.

YES, we will provide lunch for attendees.

NO, lunch will be "on your own" each day.

NO, we will not provide lunch, but we are willing to take orders and collect money each morning and pick up food for registrants.

Cost Options:

Please choose one of the three cost options, below. Rates are specific to each course topic. For more information on the cost of each specific course, please write hsu@humanesociety.org.

Hosting Agency Flat Rate/No Student Registration Fee: The Hosting Agency pays a flat rate to cover the cost of the course; individual students do not pay HSU. The cost of each workshop varies according to the requirements of each workshop and your location. For specifics, please inquire with hsu@humanesociety.org.

Low Cost Student Registration Fee/Back-up Hosting Agency Matching: The student registration fee is set at a low rate determined by the hosting agency (i.e. \$25). The hosting agency would match the difference between the low student rate and the normal registration fee. An invoice will be sent to the hosting agency following the completion of the class.

Student Registration Fees only/No Hosting Flat Rate: HSU sets the registration fees based on our average class size of 35 students. Course fees vary in order to cover costs of instructor travel and materials. In general, our standard student rates are:

Workshop Rates:

	<u>Individual participant</u>	<u>Host Agency Flat Fee (up to 30 participants)</u>
One-day workshops:	\$95	\$1,700
Two-day workshops:	\$145	\$3,200
Three-day workshops:	\$195	\$3,500

Shipment of Course Materials:

Prior to your workshop, HSU will ship all student manuals, nametags, certificates, etc. as appropriate for your course. A shipping address (not PO box) and PHONE NUMBER are required. Please annotate your shipping address, Point of Contact, and phone number here.

Agency Name:		Shipping Address: (street address, city, state, zip)	
Contact Person:			
Notes to delivery service (if any):		Phone number:	

Sponsorship:

We also recommend considering financial sponsorship from other sources or organizations. Many hosting agencies are able to find sponsors for the refreshment breaks, lunch, or to go towards the general expenses for the class. If you are able to recruit sponsorship for your class, HSU will include the name/website of the sponsor on the website (and on promotional materials if applicable, and if time allows).

Sponsor (if known), and what they will be providing):

Additional Comments or Questions:

In order to host an in-service OR public class, your organization will be required to:

- Select a venue for the class in a well populated area so that minimal attendance goals can be reached (for public class) or meet minimum attendance requirements with your staff (in-service).
- Provide a suitable training room including tables and chairs that will accommodate the desired number of participants; room setup may require table and chairs to be set in a designated pattern.
- Obtain equipment, including audio-visual (AV), specific to the class, or rent the equipment needed (see list, above).
- Provide a staff person to check in students onsite and distribute course materials and name tags (required).
- Appoint one contact person in your organization for all class-related communications with HSU staff.
- Promote the class in the community and encourage attendance, including contacting regional, state, and local associations.
- Provide morning and afternoon refreshments (e.g. coffee, tea, bagels in the AM; soft drinks with cookies or brownies for afternoon break(s)). Vegan options are recommended, but not required.
- Arrange with a local hotel/motel to provide reduced rates to workshop attendees (if possible). Provide driving directions to training site, and hotel/motel from closest major highway (please send in email). Provide website link to both training site and hotel (if applicable). Provide names and (email) addresses of local animal care and control agencies for the purpose of sending promotional materials (preferably in a computer file/email).
- The facility must be compliant with all provisions of the Americans with Disabilities Act (ADA).

Cancellation Policy:

HSU reserves the right to cancel this class if minimum enrollment requirements are not met (or in the case of Emergency Services workshops, in the event of a major animal disaster response deployment). In the event that you/your organization cancel(s) the aforementioned class, your organization shall reimburse HSU for all out of pocket and non-cancelable obligation relating to the cancelled class.

Signature indicates acceptance of terms.

Signature

Date

Printed Name, Title, and Organization

Notice to Students with Disabilities

Humane Society University is committed to providing access to and inclusion in academic programs for students with disabilities by providing reasonable accommodations. Equal access for qualified students with disabilities is an obligation of the university under section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and Section 508 of the Rehabilitation Act as amended in 1998. A student is not required to disclose his/her disability to the university unless accommodations are requested. Students wishing to request such accommodations should contact the Dean of the School of Continuing Education at drobinson@humanesocietyuniversity.org.