

Host Expectations/Benefits for CAPPA Trainings

Training host will be allowed to attend the training for free as long as there is a minimum of 8 paid, confirmed attendees. If under 8 attendees, host must pay 50% of workshop fee plus cost of manual. In the event that the host signs up and has confirmed 10 attendees, a certification packet will be included.

Host will be reimbursed up to \$100 for requested training supplies, light breakfast items/supplies, miscellaneous snacks/drinks and marketing promos, provided there are a minimum of 8 paid, confirmed attendees. All reimbursement items *must be pre-approved* by trainer. Receipts must be provided.

The host is expected to

- Be an accessible local contact for attendees of the training.
- Provide attendees with cell phone/home phone for questions/contact on flyer and local marketing.
- Assist trainer in finding suitable location. See below for detail.
- Assist in finding hotels close to training location with rates and free airport shuttle for out of town guests and trainers. Provide information to trainer 60 days prior.
- Market and recruit attendees for the local training.
- Provide water, and light breakfast items, healthy snacks throughout training as requested or needed. Also provide an electric water kettle. Acceptable snacks should include at least four separate snack items each day, such as crackers and cheese, fruit, vegetables and dip, muffins, bagels and cream cheese, banana bread, cookies, other sweets.
- Supply attendees with local menus of restaurants close to training.
- Provide trainer with list of phone numbers and email address for interested attendees.

Location

Trainings are to be held at a community center, library, conference center, hotel training rooms, etc. Provide trainer with suitable location leads within 90 days prior to training dates. If location requires a fee, there will be a minimum of 6 people confirmed to hold the training, and also must be approved by the trainer. The location fee must not exceed \$250 for the two-day training. If a minimum of 6 paid, confirmed attendees have not registered for the workshop by 21 days prior; trainer has the option of rescheduling or canceling workshop.

The benefits to the host are worth up to \$435.

I understand the requirements of hosting a training and agree to fulfill these duties. I further agree that if I do not fulfill these duties, the course may be cancelled or turned over to another host.

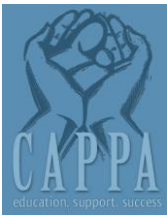
Name _____ Signature _____

Date _____ Contact # & Email _____



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Host Reimbursement Form for CAPPA Trainings

To be reimbursed for items, please get pre-approval by Trainer prior to making the purchase or signing the contract. A phone call or e-mail with a response is acceptable. Please save receipts and submit with this form for reimbursement. In the event that reimbursable items are over \$100.00, Trainer may increase the budget depending on size of workshop. All food items not necessary each day. Coffee and Tea are needed each day along with an electric kettle.

Item	Cost	Approval Date and By Whom	Receipt Attached	
Instant Oatmeal/granola				
Variety of yogurt				
Bagels/Cream Cheese				
Misc.				
Variety of teas				
Starbucks instant coffee				
Variety of sweetener				
Paper products/utensils				
Marketing				
Marketing				



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