

- Training Request forms must be filled out for any adult training that uses council-provided curriculum and is taught by a volunteer acting in the role of council trainer.
- Service team members, service unit managers, council trainers and staff may turn in training request forms. Requests must be turned in to the appropriate adult development manager no later than 5 weeks prior to the requested training date.
- Training Request forms must be approved by the adult development manager before training is scheduled/offered.
- Requests will be denied if training is already scheduled during the same time frame and is a reasonable distance from your regional area. See the training schedule before turning in a request.

### Person Requesting Training

Name: \_\_\_\_\_ Service Unit \_\_\_\_\_

Volunteer/Staff Position: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### Training Being Requested

Training Requested \_\_\_\_\_

Do you have a preferred council trainer?  Yes  No \_\_\_\_\_

# of Attendees Expected \_\_\_\_\_

Do you have a preferred site?  Yes  No \_\_\_\_\_

Dates / Times Requested:

#1 \_\_\_\_\_

#2 \_\_\_\_\_

#3 \_\_\_\_\_

**NOTE: All training must be given a registration number by council and be open to volunteers council-wide.**

**Return forms to:** Girl Scouts OSW, attn: Adult Development Manager  
 1577 Pearl St, Ste 300, Eugene, OR 97401 or 9620 SW Barbur Blvd, Portland, OR 97219  
 fax: 541-485-5913, phone: 541-485-5911 fax: 503-977-6801, phone: 503-977-6800

### FOR COUNCIL USE ONLY

<input type="checkbox"/> <b>Approval</b>	<input type="checkbox"/> <b>Denial</b>
Date _____	Reason _____
Time _____	_____
Trainer Assigned _____	_____