



## MACDE Area Training Funds Guidelines

### Guidelines for the use of Area Training Funds

- Use of Area Training Funds must be pre-approved by MACDE Board of Directors.
- Training should be compatible with the mission of MACDE.
- Training participants should be a member of MACDE to make use of the funding assistance.
- Training funds are not to be used for mileage, travel expenses, lodging, etc. to attend trainings that are held by other organizations (*i.e. BWSR Academy, MASWCD Convention, etc.*).
- A report summarizing feedback from the training should be returned to the MACDE Board of Directors (*i.e.: evaluation responses, future training topic suggestions, etc.*)

### Training Information

Type of Training \_\_\_\_\_

Topics/Sessions Offered: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Area(s) Participating: \_\_\_\_\_

Estimated Number of Participants: \_\_\_\_\_

# Participants that are Members of MACDE: \_\_\_\_\_

### Budget

Cost to Provide Training: \_\_\_\_\_

Will a registration fee be charged?  Yes  No      If yes, how much? \_\_\_\_\_

Amount requested from MACDE for your area Training event (*max of \$300 per year*): \_\_\_\_\_

Approved:  Yes  No

Signature: \_\_\_\_\_

MACDE President

Date: \_\_\_\_\_