# MACDE Training Request

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 (e.g. BWSR Academy, MASWCD convention, etc.)
- A report summarizing feedback from the trainings should be returned to the MACDE Board of Directors (e.g. evaluation responses, future training topic suggestions, etc.)
- Beginning 1/1/2018, a maximum of 25% of funds can be used for food and venue rentals.

*Training Information*

Contact Name: _____

Type of training: _____

Topics/sessions offered: _____

_____

_____

_____

Areas participating: **I II II IV V VI VII VII VIII**

Area requesting funding: **I II II IV V VI VII VII VIII**

Total Cost of Training $ _____

Registration Fee $ _____

Expected Attendance _____

Number who are MACDE members: _____

Amount Requested per area $ _____

Total Amount Requested $ _____

What will funding be used for? _____

_____

Where should payment be mailed to? _____

_____

_____

_____

You will be notified when your request has been approved. Upon completion of the training, please provide the Board of Directors a written summary of the training including attendance, evaluation of the training, and any photos. This information will be used to allocate funding for trainings in the future and for publication on the MACDE website.