

MACDE Training Request Application

Guidelines for the use of Area Training Funds

- Use of Area Training Funds must be pre-approved by MACDE Board of Directors. This is a reimbursement based program, any expenses incurred prior to Board approval are ineligible.
- 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.).
- A maximum of 25% of funds can be used for food.

Training Information

Contact Name: _____

Type of Training: _____

Topics / Sessions: _____

Areas Participating: **1** **2** **3** **4** **5** **6** **7** **8**

Area requesting funding: **1** **2** **3** **4** **5** **6** **7** **8**

Total Cost of Training: _____

Registration Fee: _____

Expected Attendance: _____

Number who are MACDE members: _____

Amount requested per area: _____

What funding will be used for: _____

Where should payment be mailed to?: District: _____

Address: _____

City: _____

State: _____ Zip: _____

You will be notified when your request has been approved. Upon completion of the training, please provide the Board of Directors all applicable receipts/invoices, 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.