

EMAIL THIS FORM TO HOLLY.WOOD@ATHENS.EDU



## General Request

Additional info can be attached. A final synopsis of effectiveness/knowledge gained is needed from the facilitator at the end.

School \_\_\_\_\_

System \_\_\_\_\_

Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Need area addressed/Justification: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Location: \_\_\_\_\_ Total Hours: \_\_\_\_\_

Target Participant: \_\_\_\_\_ Number Participating: \_\_\_\_\_

Method of Evaluation : \_\_\_\_\_

Company/Organization/Publisher: \_\_\_\_\_

Contact info for company/organization: \_\_\_\_\_

Dollar amount of support requested: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

OFFICE USE:

Director: \_\_\_\_\_ Board Approval: \_\_\_\_\_

Amount sponsored: \_\_\_\_\_

In-Service Order: \_\_\_\_\_ Reimburse System: \_\_\_\_\_