

APCO Institute, Inc.
351 N. Williamson Blvd.
Daytona Beach, FL 32114-1112

386-322-2500
386-322-9766 fax
www.apcoinstitute.org



APCO Institute Regional Training Site Application

APCO Institute would like to thank you for your interest in becoming a regional training site for our courses. With your assistance, we will be able to offer advanced scheduling of high-quality APCO training in select convenient locations.

We require that your facility will be available for a minimum of three to four consecutive weeks to accommodate the number of classes on our schedule. APCO Institute will market the class to the national and international audience, and make all of the preparations to be sure that the classes are a success. APCO Institute reserves the right to decide on the exact dates for the class, and the minimum number of students for each class. Classes that do not meet the minimum required number of students will not be conducted.

As a regional training site there are a few things that we require of you and your agency:

- *Completely fill out and return this application to the Institute*
- *Provide suitable classroom facilities for the class*
- *Receive and hold the shipment of books and materials for the class, and ensure that those materials are available to the instructor at least one hour prior to the start of the first day of class*
- *Assist the instructor as needed*

Please fill out the accompanying forms and either mail, email or fax them back to APCO Institute.
BEFORE SENDING ANY FORMS, MAKE A COPY OF THEM FOR YOUR RECORDS

Training Site Information Package: Instructions

Please complete these forms and return them to APCO Institute as instructed on page one. If you have any questions, please call the Institute at 386-322-2500.

Sponsoring Agency Name/Chapter (please do not use acronyms)

Name of the Facility (no acronyms, please)

Contact Person, Name

APCO Member number

Mailing address (number, street)

City

ST

Zip+4

Daytime phone, with area code

FAX number, with area code

Email address

The dates that I would like to hold the classes are from ____/____/____ to ____/____/____.

All classes are conducted from 8:00 am to 5:00 pm, with a 1 hour lunch break.

Selected class dates are not confirmed until they are placed on the APCO Institute schedule.

Classroom Facilities

As the hosting facility you are responsible for providing a suitable classroom space for the class. This classroom must meet certain requirements. Please check all that apply.

- Classroom suitable for a minimum of 30 students
- Tables and chairs
- Desks and chairs
- White board or black board
- Overhead projector with suitable screen
- VCR and PowerPoint Projector
- DVD Player
- Auditorium
- On site contact person
- Television
- Pay phones nearby
- Restrooms nearby
- Refreshments nearby
- Restaurants nearby
- Is the facility ADA Compliant
- Public Transportation available

The class meeting site:

Name of the Facility (no acronyms, please)

Street address

City

ST

Zip+4

On-site contact person

Daytime phone number, with area code

What is the nearest airport to the class site? _____

How far is it from the airport to the class site? _____ miles _____ hours _____ minutes

Hotel Accommodations

In our promotional materials, we provide prospective students with hotel/lodging information so that they may make the appropriate travel arrangements. Remember that students are on a tight budget and need reasonable accommodations. Please find several suitable hotels and indicate below.

_____ Chain? Yes No
Name

Street address

_____ ST Zip+4
City

_____ Direct line phone number
Reservations (toll free) phone number

FAX phone number

Distance from airport? _____ miles Distance from class site? _____ miles

Average room rates: From \$ _____ to \$ _____ per night

_____ Chain? Yes No
Name

Street address

_____ ST Zip+4
City

_____ Direct line phone number
Reservations phone number

FAX phone number

Distance from airport? _____ miles Distance from class site? _____ miles

Average room rates: From \$ _____ to \$ _____ per night

_____ Chain? Yes No
Name

Street address

City ST Zip+4

Reservations (toll free) phone number Direct line phone number

FAX phone number

Distance from airport? _____ miles Distance from class site? _____ miles

Average room rates: From \$ _____ to \$ _____ per night

Local Information

Name & Phone of Local Newspaper (website if available)

Is there a map available that includes the hotels, the class site and the closest airport? Yes No
Please send a copy

APCO Institute does not make students' hotel reservations, travel arrangements or other arrangements. Students must fund their own travel and make their own arrangements for accommodations and transportation. Some hotels will reserve a special rate for meeting attendees, so ask if there is such a rate. Also ask if there is a "Government Rate," since most of the attendees will be government employees.

Shipping of Class Materials

APCO Institute provides all of the class materials for use in the class. These materials are shipped about ten days prior to the class starting date. The shipment normally consists of one to five boxes, depending on the number of students registered and the type of class being taught.

The agency is responsible for providing a shipping address, responsible contact person and phone number for this shipment. That person will be designated on the shipping label as the recipient, and will be responsible for accepting the shipment and seeing that it gets to the class site on the first day of class. This is a *very important* task - no materials, no class!

Please fill in the information below completely. Print legibly, and please do not use any acronyms.

Ship to: (Building Name)

Agency Name

Street address (will not ship to a post office box)

City

ST

Zip+4 (required)

Contact Person

Daytime Phone Number

When the shipment is received, please confirm delivery with APCO Institute at 386-322-2500. If no one answers, leave a message on the voice mail.

Please do not open the boxes. Materials are confidential until the day of class. We also want to ensure that there are enough materials for everyone in the class. Please deliver the boxes to the class site not less than one hour prior to the start of class on the first day.

Additional Information:

APCO Institute will complete a marketing campaign for your class, notifying people about the class. The class dates and location will be published in the *APCO Bulletin*, and also on the APCO Web Site.

Please read the following carefully, then sign and date it. Applications can be returned via fax at 386-322-9766. Requests will not be processed without this signature.

Agency name (no acronyms, please)

Contact person/person responsible for the class

Our agency/chapter is committed to assisting with this effort, and will assist APCO Institute in bringing this class to our community.

We also understand that there is a “minimum number of students” rule, and understand that APCO Institute may cancel the class if the prescribed minimum number of students have not registered in writing with APCO Institute by twenty-one (21) days prior to the start of the class.

We agree to provide adequate classroom space to APCO Institute at no charge, as noted in this application. We also agree to accept the shipment of class materials for the class, and to deliver those materials unopened to the class instructor no less than one hour prior to the beginning of class, at the class site.

Signature

Printed Name

Date