

Humane Society University Disaster Services Training Request Form



Please complete and return this form to:

Melanie Froemke
 Training Manager, Humane Society University
 The Humane Society of the United States
 700 Professional Drive
 Gaithersburg MD 20874
 t 301-548-7713 f 866-481-6912
mfroemke@hsus.org
humanesociety.org/university

Requestor's Contact Information:

Name:		Address:	
Organization:			
Position:		Phone:	
Email Address:		Fax:	

Contact:

Please note the best times (and method, i.e. email or phone) to contact you:

Preferred Dates:

Please list your top three choices of dates when you would prefer to hold the training. The earliest date must be four months away from the time of the request.

Training Type Requested:

Please select one from the list below.

- Public Training
- Private In-service Training

Course Requested:

- Disaster Animal Services
- Emergency Animal Sheltering

Proposed Hosting Agency:

- Same agency and contact person as above

Agency:		Agency Address:	
Contact Person:			
Position:		Website URL:	
Email Address:		General Phone:	
Direct Phone:		Fax Number:	

Proposed Training Site:

Same agency and contact person as above

Agency:		Address:	
Contact Person:			
Position:		Website URL:	
Email Address:		General Phone:	
Direct Phone:		Fax:	

Seating Capabilities of the Training Facility:

Room Set Up: Auditorium Style Classroom Style

Maximum Number of Students:

Will students have access to a desktop?

Area Available for refreshment breaks?

Audio-Visual Equipment Available:

Please select the equipment you have available.

- LCD Projector
- DVD Player
- Flip Chart
- Markers
- Computer able to support Microsoft PowerPoint
- Screen or blank white wall (minimum 6' x 6' or larger preferred)
- Microphone (if room size or warrants it)
- Speakers/Audio System (for DVD player or microphone)

Training Facility Location:

Distance from closest major airport to training site:

Miles:

Driving Time:

Recommended Nearby Hotel(s):

Hotel Name:		Website URL:	
Contact Person:		Local Phone:	
Agency Address:		Toll-free Number:	
		Fax Number:	

Will the hotel offer any special rates for participants of the training? If so, please list the rate and how it will be listed below.

Example: \$99/night double occupancy; ask for the Humane Society rate.

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Addition Comments or Questions:
