



<b>Approval Request for Conference/Special Event</b>	
<b>Conference/Special Event Request Information <i>(please print)</i></b>	
Name of Conference/Event	Date of Conference/Event
Location of Conference/Event	Date Submitted for Approval
<b>Contact Information <i>(please print)</i></b>	
Name	Phone Number
Address	
Email Address	Fax Number (if applicable)
<b>Instructor Requirements**</b>	
<input type="checkbox"/>	Please submit a booklet/program/brochure which includes a description of each of the trainings and information on the instructor's background.
<input type="checkbox"/>	If booklet/program/brochure is not available, please provide a brief summary of the content of the training(s) and a brief summary of each instructor's professional background, as it relates to the training being offered.
<i>** Each instructor must have a minimum of a Bachelors Degree in: Education, Human Development &amp; Family Studies; Human Ecology; or a field directly related to the training topic</i>	
<b>Other Requirements</b>	
<input type="checkbox"/> Attach the completed Conference Approval Training Matrix	