

## Rainbow Treatment Center: Staff Training & Development Coordinator Training Request Form

### Justification Outline:

White Mountain Apache Tribe's Rainbow Treatment Center (RTC) relies on its staff to provide the highest quality behavioral and therapeutic services to Tribal members struggling with substance use. In order to continually provide the highest quality services RTC will offer its staff training and developmental opportunities as stated in Rainbow Treatment Center's policies and Scope of Work.

Please provide the following information.

### Requested Information:

<b>Department:</b>		<b>Topic/Title:</b>	
<b>Service Provider:</b>		<b>Date &amp; Time:</b>	
<b>Venue:</b>	<input type="checkbox"/> Virtual Platform	<input type="checkbox"/> In-person ( <i>*Complete the information below</i> )	
<b>Contact Person:</b>		<b># of Attendees:</b>	

### In-person Training (Please provide the following information for event preparation)

<b>Requested Venue:</b>			
<b>Meal (s) Provided:</b>		<b>Snacks Provided:</b>	<b>Beverage Station:</b>
<input type="checkbox"/> Yes <input type="checkbox"/> <b>No</b>		<input type="checkbox"/> Yes <input type="checkbox"/> <b>No</b>	<input type="checkbox"/> Yes <input type="checkbox"/> <b>No</b>
<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner			
<b>Special Equipment Requested:</b>		<b>Room Setup (Tables and Chairs):</b>	
<input type="checkbox"/> Laptop <input type="checkbox"/> Projector & Screen <input type="checkbox"/> Whiteboard <input type="checkbox"/> Flipchart & Stand <input type="checkbox"/> Sound System <input type="checkbox"/> <b>Other:</b>		<input type="checkbox"/> Board Meeting Style <input type="checkbox"/> Classroom Style <input type="checkbox"/> Theater Style <input type="checkbox"/> Table for Presenter <input type="checkbox"/> Round Tables <input type="checkbox"/> <b>Other:</b>	

### Check List:

<input type="checkbox"/> Justification Letter <ul style="list-style-type: none"> <li>• Who will provide this letter?</li> <li>• </li> </ul> <input type="checkbox"/> Event Agenda (if available) <b>Other Supplies:</b> <input type="checkbox"/> Markers <input type="checkbox"/> Note pad <input type="checkbox"/> Flip Chart <input type="checkbox"/> Pens <input type="checkbox"/> Training Material <input type="checkbox"/> Other	<b>Staff Signup:</b> <ul style="list-style-type: none"> <li>• <input type="checkbox"/> Yes, sign up with who?</li> <li>• <input type="checkbox"/> <b>NO</b></li> </ul> <b>Assistance with Registration:</b> <ul style="list-style-type: none"> <li>• <input type="checkbox"/> Yes</li> <li>• <input type="checkbox"/> <b>NO</b></li> </ul> <b>Other Information:</b>
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\_\_\_\_\_  
*Signature of Approval & Date*

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*Signature of Approval & Date*

This information is necessary to efficiently plan and coordinate the requested training. All other details will be handled by the Staff Training & Development Coordinator. The contact person will receive an email confirming this Training Request Form was approved and submitted for processing.

*Thank you!*