

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.

Revised: January 2023

Requested Information:

Department Requesting:		Type of Event: <input type="checkbox"/> Staff Training & Development: <input type="checkbox"/> Meeting:	
Service Provider:		Requested Date (s): Time:	
Venue:	<input type="checkbox"/> Virtual Platform	<input type="checkbox"/> In-person (<i>*Complete the information below</i>)	
Contact Person:		# of Attendees:	

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

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

Check List:

Items to Attach to Request Form:		Staff Signup:	
<input type="checkbox"/> Justification Letter <ul style="list-style-type: none"> Who will provide this letter? <input type="checkbox"/> Event Agenda (if available)		<ul style="list-style-type: none"> <input type="checkbox"/> Yes, sign up with who? <input type="checkbox"/> NO 	
Other Supplies:		Assistance with Registration:	
<input type="checkbox"/> Markers	<input type="checkbox"/> Note pad	<ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> NO 	
<input type="checkbox"/> Flip Chart	<input type="checkbox"/> Pens	Other Information:	
<input type="checkbox"/> Training Material	<input type="checkbox"/> Other:		

*This information is necessary to efficiently plan and coordinate the requested event. 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!*

Supervisor Approving Signature