



# NYSAF C Education Program

## *Host Request Form*

In an effort to provide educational opportunities in all regions of New York state, NYSAF C is offering fire departments and county organizations the opportunity to express interest in hosting future association seminars, workshops, and other classroom-based education programs. Some programs occur annually, while other new, limited-run programs are introduced and delivered on a regular basis. **Please note that by submitting this form, it is not guaranteed that your organization will be selected as a host site, nor is there a binding commitment for your organization to host a program. However, your organization will be considered as future classes are scheduled.** Factors such as the type of program, number of recent NYSAF C programs conducted in your area, past attendance at NYSAF C programs in your region, instructor availability, and suitability of the facility will be considered. **To request Regional Hands-On Training, please use the separate Host Registration Forms,** which outline the detailed host responsibilities for each program.

### Host Information:

Department/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_

Contact's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: (        ): \_\_\_\_\_ Email: \_\_\_\_\_

Chief's Name (if different): \_\_\_\_\_

Phone (        ): \_\_\_\_\_ Email: \_\_\_\_\_

### Program Site (if different):

Venue Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County: \_\_\_\_\_

### Department is Interested in Hosting:

- Seminar Series (seating for 50 or more students required)
- Company Officers Leadership Training – COLT (seating for 50 or more students required)
- Small classroom-based programs (under 25 students)
- Large classroom-based programs

### Logistical Considerations:

Please be sure to consider your organization's ability to meet the following needs before submitting this form. Requirements will vary and are specific to each program.

- Projector and screen, speakers, microphone, and other audio/visual aids and equipment.
- Presentation tools, such as whiteboards, easels and pads, markers, etc.
- Adequate seating, tables, etc.
- Refreshments (coffee, light snacks) and/or lunch for full-day programs.
- Ability to help NYSAF C promote the program within your county and neighboring counties.
- Adequate parking.

### Submit Form to New York State Association of Fire Chiefs:

Email: [education@nysfirechiefs.com](mailto:education@nysfirechiefs.com) • 1670 Columbia Turnpike • P.O. Box 328 • East Schodack, NY 12063-0328