

LHIN TRAINING REQUEST FORM

Requests for trainings, conference, or seminars are to be submitted in advance of registration. They are contingent on available funds. These funds are not intended to support professional memberships and do not cover personal development or personal interest courses. Please refer to the LHIN Training Policy for more detail.

Requesting Entity Name:			
Requesting Entity Address:			
LHIN:			
Contact Name:			
Contact Info:	Email:	Phone: ()	-
Conference/Training Title:			
Date(s) of Training:			
Training Location [Address, City, State]:			
Total Hours of Training/Conference/Seminar:			
Total Number of Individuals Attending:			
Explain how this training, seminar, or conference will aid in your relationship with GCACH and how this will assist you in furthering your LHIN and/or community.			
Utilize the budget template on page 2 to provide a complete budget of the funding required for this training, conference, or seminar request. The budget template is mandatory to be considered for funding.			
TOTAL COST REQUESTED: <i>(Total from page 2 budget must match line "Total Cost Requesting from GCACH))</i>		\$	
Review/Approval			
LHIN Leadership Signature: _____ Date: _____			
GCACH Finance Approval (Fund Availability):		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
Finance Signature: _____		Date: _____	
GCACH Executive Director Signature: _____			

TRAINING, CONFERENCE, SEMINAR BUDGET

Category	Cost
Registration Fee:	\$
Hotel/Lodging:	\$
Airfare:	\$
Transportation:	\$
Other:	\$

Number of Personnel Attending:

Total Training Cost: \$

Provider Funded Portion: \$

Total Cost Requesting from GCACH: \$

If no costs exist for the line, please leave blank.