



# Course Host Application

Thank you for your interest in hosting an RFP Course at your facility. Please complete the following information and submit the completed form from the [office@aarfp.com](mailto:office@aarfp.com). We thank everyone for their submission, but we cannot guarantee all requests for courses will be met. Courses will be taught strategically throughout the province of Alberta. There are additional requirements for some of our courses. Please be sure to review and understand those requirements when submitting a request. They can be viewed on our website, at [www.aarfp.com/courses](http://www.aarfp.com/courses).

## Host Contact Information

Host Contact Name: \_\_\_\_\_  
Email \_\_\_\_\_ Phone # \_\_\_\_\_  
Secondary Contact Name \_\_\_\_\_  
Email \_\_\_\_\_ Phone # \_\_\_\_\_  
Host Facility Name: \_\_\_\_\_  
Facility Address \_\_\_\_\_  
City/Town: \_\_\_\_\_ Postal Code \_\_\_\_\_

Materials will be shipped directly to the facility listed above unless otherwise indicated:

Shipping Information is the same as above.

Please ship to the following Address:

Attention To \_\_\_\_\_  
Host Facility Name \_\_\_\_\_  
Facility Address \_\_\_\_\_  
City/Town \_\_\_\_\_ Postal Code \_\_\_\_\_

We have students travelling in from all over the province. Please let us know which hotels are most convenient to the course location.

1	
2	
3	



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## Course & Preferred Dates:

	Course Name	Date Preference (MM/DD)		
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>
<input type="checkbox"/>	Pool Operator Level 1			
<input type="checkbox"/>	Pool Operator Level 2			
<input type="checkbox"/>	Arena Maintenance			
<input type="checkbox"/>	Arena Operator Level 1			
<input type="checkbox"/>	Arena Operator Level 2			
<input type="checkbox"/>	Parks & Sport Fields Level 1			
<input type="checkbox"/>	Parks & Sport Fields Level 2			
<input type="checkbox"/>	Building Maintenance Level 1			
<input type="checkbox"/>	Building Maintenance Level 2			
<input type="checkbox"/>	Custodial Care			
<input type="checkbox"/>	Leadership Skills			
<input type="checkbox"/>	Developing a Policy & Procedure Manual			
<input type="checkbox"/>	Lifecycle & Risk Management			

Please Note: Some of our courses require students to tour facilities or require the host to provide materials (Arena Operator Level 1). Successful hosts will be provided with a list of requirements once their location has been approved.

## Additional Information:

- Will you be able to supply coffee/water or snacks?  Yes  No
- Will you be able to provide a whiteboard or flipchart and markers?  Yes  No
- Will you be able to provide an LCD Projector?  Yes  No

As host you will receive one complimentary registration into the respective course, pending registration numbers reach the required minimum. A paid, active membership is required for the complimentary registration.