

REQUEST FOR CERTIFIED TRAINER

Name: _____ Title: _____

District: _____ Phone Number: _____

Date(s) Needed: _____ Location: _____

Trainer Requested: _____

Type of meeting: Number of Expected Attendees: _____

___ District Conference

___ District Convention

___ Regional Meeting

___ Special Meeting

Please check training areas requested of Certified Trainer:

Officer training:

___ Club Presidents

___ Club Presidents-Elect

___ Club Secretary-treasurers

___ Club Secretary-Treasurers-Designate

___ Lieutenant Governors

___ Lieutenant Governors-Elect

Presentations:

Please indicate type of type of presentation (W=Workshop or A=All Attendees) in front of topics to be covered, and **note time (minutes) allocated in the parentheses.**

___ Catch a Rising Star ()

___ Childhood Cancer Program ()

___ Communication ()

___ Fundraising ()

___ Having Fun at Meetings ()

___ JOOI ()

___ Just ask ()

___ Membership ()

___ Member Retention ()

___ Motivation ()

___ New Club Building ()

___ OI Foundation ()

___ Parliamentary Procedure ()

___ Personal Growth and Involvement ()

___ Strategic Planning ()

___ Team Building ()

___ Other topic _____ ()

Skills Development Modules:

___ Choosing Optimism as Philosophy of Life ()

___ Creative Problem Solving ()

___ Diversity ()

___ Leadership Styles & Profiles ()

___ Managing Change ()

___ Mentoring ()

___ Orientation to Optimism ()

___ Parliamentary Procedure ()

___ Public Speaking ()

___ Time Management ()

___ Team Building ()

Certified Trainer is requested to be speaker at: ___ Breakfast ___ Lunch ___ Dinner

Topic to be covered: _____ Time (minutes) allocated: _____

Other special trainers and dignitaries anticipated at the meeting: _____

To qualify for air travel reimbursement, the Certified Trainer's contact hours must equal at least 100 hours based on the following formula: $_\# \text{ people times } _\text{ amount of time}$ Example: (40 people times 2 hours = 80 hours) plus (25 people times 1 hour = 25 hours) = 105 total hours

FORWARD REQUEST TO:

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