**Instructions to complete this form:**

**We have updated the training form because of the current situations with social distancing.**

**If you are having an in-person training, complete questions:**

**1, 2, 4, 5, 6, 7, 8, and 9**

**If you are having a virtual (webinar) training, complete questions:**

**1, 2, 3, 6, 8, and 9**

**Complete question 1 for both in-person and virtual trainings**

|  |  |
| --- | --- |
| 1. **Team Members**
 | Contact Information |
| **Team Members Information Below** |
| Name and Address | Email Address | Office PhoneCell Phone | Notes |
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**Complete question 2 for both in-person and virtual trainings**

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| --- | --- |
| **2. Who will be trained?** | Who do you plan to present to? |
| **Hint:** Self advocacy groups, leadership groups, coalition groups, advertise in schools, rehab centers  |
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**Complete questions 3 for on-line training (only)**

**Who will responsible to set up webinar?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Who will share the invite to others?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Who will host the webinar?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Who will support the host?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **3. How many virtual (webinar) trainings will you do? List title of webinars and topics below.** | How long will the webinar be?List date and time. |
| **Hint:** Must train on at least 3 topics from the training manual like registering to vote, roles and responsibilities, and how to learn about candidates.  |
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**Complete question 4 for in-person training (only)**

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| 1. **Location of training**
 | Where will the training be held? |
| **Hint:** If it’s a location you haven’t seen before, consider visiting the location ahead of time to look at accessibility and accommodation.  |
| Location 1: Address | Contact Person and Phone Number |
| Location 2: Address | Contact Person and Phone Number |
| **Hint:** Call location of training a week before to make sure reserved room is ready for your training. |

**Complete question 5 for in-person training**

|  |  |
| --- | --- |
| 1. **Transportation**
 | Will we provide training? |
| Will participants need help with transportation? | Who is responsible?  |
|  |  |

**Complete question 6 for both in-person and virtual trainings**

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| --- | --- |
| 1. **Recruitment Plan**
 | Who will advertise the training? |
| **Hint: Put up flyers, send out mailings, post links to social media and websites?** |
| **Recruiting Participates Information Below** |
| **Name of responsible person** | **Recruitment activity** | **By when activity will be completed** |
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**Complete question 7 for in-person trainings**

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| 1. **Resources**
 | Which organization and who will bring items to support the training? |
| Note: To expand the potential, most groups partner with community organizations to share the expenses of the training |
| Hint: Recommend that a Training Box be put together 2 weeks before and check list in box |
| **Resources List and Information Below** |
| **Resource** | **Who is responsible?** |
| Big Paper and unscented markers |  |
| Snacks and Healthy Snacks  |  |
| Candy for Activity Planned ahead for Ballots1 Chocolate Candy2 Hard Candy 3 Not a popular Candy4.Sugar Free must always be available |  |
| Character cards for activity Print ahead |  |
| Bring Name tags and Sign in sheet |  |
| Prepare Big paper for “Biggest Question” and extra vote stories |  |
| Bring Registration forms |  |
| Bring Laptop, projector, extension cord, internet access |  |
| Save videos to flash drive with slide show |  |
| Accessible Vote Equipment |  |
| Take Away (Bling or swag) |  |
| Volunteers |  |
| Other resources |  |

**Complete question 8 for both in-person and virtual trainings**

|  |  |
| --- | --- |
| 1. **Certificates**
 | (Vote Training certificate) |
| **Note: Only recommended if training on all of 10 Topics** |
| Copies | Who is responsible? |

**Complete question 9 for both in-person and virtual trainings**

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| --- | --- |
| 1. **Evaluations**
 | (VOTE evaluations) required |
| **Note: Evaluations from the training are required for this grant** |
| Copies/ prepare ahead of time for webinar | Who is responsible? |
| Collecting Copies at Training/ reach out to participates who attend webinars | Who is responsible? |
| Scanning evaluations for report | Who is responsible? |

|  |  |
| --- | --- |
| 1. **Voter Training Plan Due Date Information**
 |  |
| Date | **May 29, 2020** |
| Questions | Juliana Huereña602-502-7426julianahuerena@sabeusa.org |
| Contact  | Teresa Mooremooreadvocacy@hotmail.com |