

**School Board Governance Improvement Act  
Application for External Training**

See Guidelines for External Training for detailed information about the training requirements, approval process and the responsibilities of the trainer. When you have completed this form, please send it to AASB. You may mail, email or fax the application to AASB by using the contact information at the bottom of this application. The handouts and evaluation form will have to be mailed or emailed separately once the training has been completed.

<b>School Board Governance Improvement Act External Training Application</b>	
Submitting organization	
Contact person	
Contact information, including email	
Course title	
Course description	
# of contact hours (excluding breaks & meals)	
Registration fee	
Presentation method(s) <i>Mark all that apply</i>	<input type="checkbox"/> Live onsite w/faculty present <input type="checkbox"/> Videotape w/qualified instructor present <input type="checkbox"/> Live teleconference or webinar <input type="checkbox"/> CD, DVD, book, podcast or self-study <input type="checkbox"/> On-demand (online course) <input type="checkbox"/> Comprehensive planning/study (research or data based)
Major activities during training	
Training goals & objectives	

Board(s) to be trained	
Date, time & location of proposed training	
Instructors & their qualifications	
Date & place of 3 prior training sessions (if you have experience training)	
How will attendance be monitored?	
Documents to attach	<ul style="list-style-type: none"> <li>• All handouts for this course</li> <li>• Evaluation to be completed by attendees</li> </ul>

**Attendance & Credit Hours Policy**

I understand that, in order for a school board member to receive credit for training, the member must attend the training session. Partial credit will not be awarded.

**Date:** \_\_\_\_\_

Email Address:  
[Jstockman@alabamaschoolboards.org](mailto:Jstockman@alabamaschoolboards.org)  
**or**  
[training@alabamaschoolboards.org](mailto:training@alabamaschoolboards.org)

Mailing Address:  
**Alabama Association of School Boards**  
**Attn: Janice Stockman**  
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