



# ASCA Site-Based Trainer Application

Complete the following application, attach all requested materials and send it to: ASCA Site-Based Trainer Application, 1101 King St., Suite 625, Alexandria, VA 22314. Only complete applications will be reviewed. Applications may be submitted at any time but are reviewed on a quarterly basis (January, April, July and October). There is a \$50 fee (\$150 for non-ASCA members) to apply to be an ASCA site-based trainer.

## Presenter Information

Name \_\_\_\_\_  
Position \_\_\_\_\_ Organization/School \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

W-9 Form is attached to application.

## Site-Based Training Information

Title \_\_\_\_\_

### Preferred Length

- Half Day (9 a.m.-noon)
- Full Day (9 a.m.-4 p.m. with hour lunch break)

### Anticipated Audience

- Elementary  Middle/Jr. High
- Secondary  Graduate Students
- All Counselors  Counselor Educator
- Supervisor
- Other \_\_\_\_\_

### Level

- Beginner  Intermediate  Advanced  All

ASCA will compensate the trainer \$1,500 for a full-day training and \$1,000 for a half-day training. The trainer is responsible for all travel and related expenses. When ASCA is contacted for a training for your specific program, ASCA will notify you by e-mail. It is requested that you respond to this e-mail with your availability and note your interest in doing the training as soon as possible, preferably within three business days of the original e-mail. Once the trainer and school/district both agree on dates and locations, you will receive a contract from ASCA. Don't make any travel arrangements until you receive confirmation from ASCA that the school/district has signed the contract. ASCA will not be responsible for any travel expenses made prematurely. ASCA will mail you payment for your services after the training takes place.

### Include the following with the application:

1. Workshop description (100 word limit)
2. An agenda/outline for the workshop
3. Specific learning objectives and outcomes for the session (three to five bulleted points)
4. Address how the workshop fits into and supports the ASCA National Model
5. Resume, including a list of where you have previously presented this workshop
6. 150 word biography focusing on your expertise in this area
7. Copy of all handouts, PowerPoint presentation and/or other audio visual materials to be used in the workshop. Applications will not be considered without including already prepared handouts and presentation materials.
8. Two letters of reference from previous attendees of your workshops
9. A video or audiotape of this or another presentation (recommended not required)
10. Sample workshop evaluation to be administered after your workshop
11. Payment (check or credit card info)

### Payment Info:

Check enclosed  
 Charge my credit card in the amount of \_\_\_\_\_  
 MasterCard  VISA  American Express  
Credit card no. \_\_\_\_\_ Exp. date \_\_\_\_\_  
Name as it appears on card \_\_\_\_\_  
Signature \_\_\_\_\_

### Mail completed application supporting materials to:

ASCA Site-Based Trainer Application, 1101 King St., Suite 625, Alexandria, VA 22314. Questions? Call (703) 683-ASCA.