



# BC RECREATION & PARKS ASSOCIATION

## Programs & Initiatives Course Request Form - Risk Management

Contact Person: \_\_\_\_\_

Organization: \_\_\_\_\_ Position: \_\_\_\_\_

Org Address: \_\_\_\_\_ City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_

Work Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Website: \_\_\_\_\_

### 1. Date(s)/Timing Requested

Date	Time

2. Is the course open to the public?  Yes  No

If yes, what is the registration information?

Training Address: \_\_\_\_\_ City: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Phone: \_\_\_\_\_ Price: \_\_\_\_\_

3. Name of person who will attend from your organization as a complimentary registrant in return for providing the venue free of charge: \_\_\_\_\_

*The BCRPA will provide the following:*

- \*registration of delegates (Members rate \$289; Non-members: \$339; Member Organizations registering 3 or more: \$239 per person; Non-members registering 3 or more: \$289 per person)
- \*covering costs for catering if not provided by host
- \*one free registrant
- \*promotion of course via BCRPA website

*The instructor Doug Wyseman will provide the following:*

- \*a person to handle on-site registration
- \*one day of instruction and course materials

**As the host of this training, I agree to the following conditions in hosting this course:**

- \*providing a venue free of charge
- \*providing an on-site contact for the training
- \*assist in promotion of course
- \*arrange for catering of lunch if not already included in facility, not to exceed \$25 per person and must be pre-approved by BCRPA. The BCRPA will cover the costs of catering but the host must arrange it.

Signature of Host \_\_\_\_\_