

Connecting Generations



Please confirm that the following session is correct as scheduled:

Session: Making the Connection Mentor Training
Date: TBD
Time: TBD
Location: TBD

Minimum # of Attendees: 10 per session

Booking Policies:

The organizer must provide a phone number where they can be reached by the trainer prior to the scheduled session to discuss the meeting room setup, required equipment, etc. with the trainer. The organizer must also provide a phone number where they can be reached the day of the session in case of unforeseen problems. Please encourage the attendees to complete the application and have their criminal background check forms completed before attending the session.

Connecting Generations will confirm attendees 72 hours prior to the session to ensure that sufficient supplies are available and to cancel the session if minimum number of attendees is not reached (10). If the organizer wishes to cancel a scheduled session they must notify Connecting Generations at least 3 business day prior to the class, otherwise the organizer will be billed for our minimum cost of \$300. The organizer will be responsible for notifying the attendees in the event of a session's cancellation or re-scheduling.

In the event of inclement weather the trainer will contact the organizer to determine whether the session will continue or be re-scheduled. The organizer will be responsible for notifying the attendees in the event of a class cancellation or re-scheduling. The final decision to cancel or continue as scheduled will be made by the trainer, depending upon whether or not she feels that she can travel safely to the training site.

Please sign and return this form as confirmation that the class is scheduled correctly and that you understand and will abide by the booking policies.

Thank you!

Coordinator Signature _____ Date _____