



The Institute @ the Harm Reduction Coalition (HRC)
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Spring 2008 Calendar Training Proposal Application

Thank you for your interest in proposing a new training for the Spring 2008 NY Harm Reduction Coalition Training Institute Calendar. We request that you please complete one application form per training. You do not need to propose a training if you have already spoken to us about training on the calendar. Please email new proposals to Stephen Crowe, Assistant Training Coordinator, at crowe@harmreduction.org or fax to (212) 213-6582. **The deadline is Friday, March 14, 2008.** You will be contacted once the deadline has passed and proposals have been reviewed. **Please type or print clearly.**

Trainer Name(s): _____

Title(s) and Affiliation(s): _____

Email: _____

Cell/Home Phone: _____

Work Phone: _____

Fax: _____

Mailing Address: _____

Training Title: _____

Length of Training: ___ Half-Day (10:00am - 1:00pm) ___ Full-Day (10:00am - 5:00pm)

Maximum Number of Participants (<25) _____

Who is the target audience? _____

(E.g. case managers, social workers, directors, all human service providers, community members etc.)

Please list recommended trainings and/or life experience prerequisites (if any):

(e.g. Overview of Harm Reduction, HIV/STD 101, Case Management, homelessness, sex work, drug use, etc.)

Scheduling: The Institute prefers to schedule trainings on Tuesdays, Wednesdays, and Thursdays. We will make every possible effort to accommodate your preferences. **All dates must fall between Tuesday, April 15, 2008 and Thursday, June 26, 3008.**

Top Three Preferred Dates:

1. _____ 2. _____ 3. _____

Course Description: The Institute will print a description of your training in the training calendar and may edit it if necessary, but will make every effort to respect individual style. We encourage trainers to be daring and creative with training titles and descriptions. *Please keep descriptions to less than 150 words.*

Audio/Visual Needs: ___ LCD Projector & Laptop ___ Flipchart/Markers ___ TV/VCR
___ CD player ___ Overhead Projector ___ Other: _____

Notes for ALL Trainers:

Thank you for your interest in being a trainer for the Institute at HRC. You do not have to have any particular credentials from an educational institution or training center in order to train with HRC, however we do require our trainers to be experts in the field of harm reduction, well-versed in the topic(s) you are training about, and able to effectively manage and train a room full of people. If HRC is not familiar with your experience as a trainer, we will ask you to come in to interview and facilitate a training for 15-20 minutes so that we can get a flavor for your style and training abilities. When you submit your training proposal, please include all relevant handouts and materials that you wish to distribute, along with a copy of your resume/CV and a bio sketch about your experience in the field of harm reduction and as a trainer. We encourage you to submit examples of previous trainings you have facilitated, but this is not mandatory.

Training on our New York City Calendar puts you in consideration for other trainings and consultant opportunities through our National Training Program. Full-day trainings on the NYC Calendar pay \$400 and half-day trainings pay \$275. Travel costs and accommodations will not be reimbursed by the NY Harm Reduction Coalition office.

Each training should provide pre-approved handouts and materials for participants, preferably with three (3) recommended articles or handouts for further reading. PowerPoint presentations are highly recommended, but not required. The Institute will print all manuals and handouts in-house, though we cannot reimburse for off-site printing. We ask that all training materials (new *or* revised) be submitted with Calendar Training Proposals, or at the very latest, two (2) weeks prior to the training date.

Trainers for the Institute are more than welcome to attend any training on our calendar at no cost. We highly recommend that our trainers stay abreast of new applications of harm reduction models by sharing resources and information with fellow trainers. To register for any training, contact Stephen Crowe.

If your proposal is accepted you will receive an orientation manual which will allow us to obtain additional information about you and the training(s) you will facilitate, as well as to orient you in facilitating trainings with HRC.

THANK YOU FOR YOUR PROPOSAL AND WE WILL BE IN TOUCH WITH YOU!

**NY Harm Reduction Coalition
Spring 2008 Training Proposal
CHECKLIST**

Date of Submission: _____ **Your Name:** _____

Training Title: _____

Please use this checklist to confirm that you have included all of the necessary items for training proposal submission when you email or fax us your materials. Failure to submit all checklist items will immediately eliminate your proposal(s) from being considered.

- Training Proposal Application
- PowerPoint/Presentation
- Additional handouts, articles, etc.
- Resume/CV
- Brief Bio Sketch
- Optional: Previous trainings, curricula*

(FOR OFFICE USE ONLY)

Date Received: _____ Received by: _____

All materials received: YES NO

Materials to obtain: _____

Date Materials Reviewed: _____ Reviewed by: _____

Materials: ACCEPTED PENDING REJECTED

Reply sent on: _____