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| 1. **Team Members** | | Who is on the team? | | |
| **Team Members Information Below** | | | | |
| Name | Contact information | | Wants to be a presenter? | Date confirmed |
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| **2. Who will be trained?**  Who do you plan to present to? | **Hint: Where are people with disabilities?** |
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| 1. **Location of training**   Where will the training be held? | **Hint: Is the location accessible for all, entrance, parking, restrooms, room layout, white wall or screen?** |
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| 1. **Transportation**   Will we provide training? | **Hint: Does anyone need accessible transportation?** |
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| 1. **Recruitment Plan**   Who will advertise the training? | | **Hint: Send out flyers or blogs or video blogs to agencies and connections, send out mailings, post links to social media and websites?** | |
| **Recruiting Participates Information Below** | | | |
| **Name of responsible person** | **Recruitment activity** | | **By when activity will be completed** |
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| 1. **Resources**   Where will the resources come from to support the training? | **Hint: Connect with community groups or organizations to share the cost of the training and hep with sustainability.** |
| Example: Will you have a budget to pay for transportation? | |
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| **Resources List and Information Below** | |
| Resource  Candy (include sugar free) | Who is responsible? |
| Snacks (including Healthy Snacks) |  |
| Materials (brochures, easel paper, markers) |  |
| Copies (PowerPoint presentations, including copies in various sizes and formats) |  |
| Equipment (USB flash drive, laptop, cords, etc) |  |
| Vote Equipment (Contact local election boards for voting machines) |  |
| Take Away (Bling or swag) |  |
| Volunteers |  |

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| 1. **Certificates** | (Vote Training certificate) |
| Copies | Who is responsible? |
| Collecting Copies at Training | Who is responsible? |

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| 1. **Evaluations** | (VOTE evaluations) required |
| **Note: Evaluations from the training are required for this grant** | |
| Copies | Who is responsible? |
| Collecting Copies at Training | Who is responsible? |
| Scanning evaluations for report | Who is responsible? |

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| 1. **Voter Project Training Plan Due Date Information** | When is plan due to Teresa? |
| Date |  |
| Questions |  |
| Contact |  |
| Email |  |