Schools Insurance Authority

Clear Form

MHN PRESENTATION REQUEST FORM

minimum 3 weeks notice is required for all requests

Today's Date: _____

Title of presentation requested: _____

Must be from MHN Training catalog

Length of presentation requested: _____

Date of presentation: _____ Time: _____ Thru: _____ Audience Size: _____

Location of presentation: _____

Who is the audience?: _____

Contact Name: _____ Title: _____

District/Organization: _____ Dept: _____

Email: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Contact person
(day of presentation): _____

Phone: _____ Alternative Phone: _____

Authorization Signature (required): _____

Teresa Franco
Prevention Services Coordinator
Schools Insurance Authority

MHN Training Coordinator: _____

Assigned Trainer: _____

A CANCELLATION FEE WILL BE ASSESSED IF THIS WORKSHOP IS CANCELLED LESS THAN 5 BUSINESS DAYS PRIOR TO THE SCHEDULED TRAINING DATE.

Schools Insurance Authority, Prevention Services
P.O. Box 276710 | Sacramento, CA 95827 | (916) 364-1281 | (916) 362-0904 fax | www.sia-jpa.org

created 11/2014