

Howard County Family Institute On-Site Workshop Request Form

The Family Institute is excited to work with your program to meet your family engagement needs. Complete this form to begin the process to schedule an onsite parent workshop. Email the completed form to children@howardcountymd.gov. For questions, call Lisa Rhodes at 410-313-1440.

Contact Information

Program Name: _____

Contact Person: _____

Address: _____

Phone: _____ Email: _____

Off hours contact name and number: _____ Text: Y__N__

Contact Person and phone # for day of event (if different): _____

Training Request

Please complete as much information as possible. If you do not have specifics please give approximate dates, times, and maximum number attending.

Workshop Title/Topic	Date(s)	Start time(s)	End time(s)	# of Families

Additional Information: Goal of workshop, issues to address with parents/ concerns parents are having with their children, ages of children the topic is addressing, etc.

**Attendance for parent workshops is greater when child care is provided. Do you plan to offer child care during the workshop? Y____N____

Training Room Details:

Is the room equipped with the following?

Laptop on site	yes	no
Projector on site	yes	no
WiFi/Internet	yes	no
Enough adult-sized chairs for all participants?	yes	no
Outlets for a laptop computer & projector?	yes	no
Projector screen or white wall for presentation?	yes	no
Space for flip chart?	yes	no

Other information about your space:

How did you hear about us? (Please select all that apply)

Website ___ Parent Pages ___ E-mail ___ Flier ___ Word of Mouth ___ Event ___

Other: ___

<input type="checkbox"/> Permit	<input type="checkbox"/> Outlook Calendar	<input type="checkbox"/> Trainer Confirmation