Reservation Form 2017 Moderator Training Session

PRE-REGISTRATION IS MANDATORY

Please complete and submit this form, to a Connecticut Moderator Trainer/Instructor, as soon as possible.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

* **CLASS DATE:** _____ **CLASS LOCATION:** _____ **NAME OF TRAINER:** _____

* **RESERVATION MADE BY:**_____(contact person) **CONTACT'S EMAIL ADDRESS:**_____

* **BILLING ADDRESS:**_____

CONFIRMATION:	BILLING:	FEE:	PAYMENT:
Submitted names are NOT officially enrolled in a class until you receive confirmation from instructor.	Trainer will bill your municipality & provide a W-9 for the Finance Dept. if applicable.	$55 Per Student	Payment is to go directly to the trainer.

YOUR RESPONSIBILITIES:

It is **your responsibility** to ensure that all email addresses provided below are correct. It is also **your responsibility** to provide the students (hard copy or in electronic form) a Moderator Training Manual, Absentee Ballot Counting Manual and all class information emailed out by the trainer. Also, ensure that all new moderator students take the Clarity Online Training units before attending moderator training.

CANCELLATION POLICIES:

Student cancellation is to be made at least one week prior to date of class to avoid being charged for the class.

Class cancellation may be made by trainer due to dangerous weather conditions or low enrollment (less than 15 students).

STUDENT ENROLLMENT INFORMATION:

	Last Name	First Name	# & Street Address, Zip Code	Town	Phone #	E-Mail (Mandatory)	Pty	NEW or RECERT
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