



IATSE ENTERTAINMENT & EXHIBITION INDUSTRIES TRAINING TRUST FUND

SUBSIDY TO DEFRAY COST OF ATTENDANCE AT TTF TRAIN THE TRAINER: TEACHING TECHNIQUES AND PRESENTATION SKILLS

ABOUT THE SUBSIDY:

- The subsidy reimburses for the actual cost of up to three nights lodging at up to \$250 per night (room and taxes only, at a max of \$750 for three nights or \$500 for two nights) and will be paid as a reimbursement to the local union.
- Transportation, meals, and incidentals continue to be the responsibility of the local union and/or the individual students.
- Verification that the local union paid the hotel bill along with the full itemized receipt must be submitted no more than 30 days after the training. The invoice form and reimbursement process will be sent once you are approved for the subsidy.
- Limited subsidies are available for each of the TTF Train the Trainer: Teaching Techniques and Presentation Skills sessions, and will be awarded subject to eligibility and on a first-come, first-served basis to qualifying local unions. Each qualifying local union may receive subsidies for no more than three trainers per calendar year.
- Individual trainers must be planning on conducting safety and/or craft skills training for their local union.
- The individual trainers being subsidized to attend must complete and return all Training Reports, Recommended Trainer Form, and other TTF forms collecting information about training.

CRITERIA FOR SUBSIDY DETERMINATION:

- Local unions who submit a Form LM-4 or LM-3 (or, in the case of Canadian locals, those that have gross yearly receipts totaling less than \$250,000) are eligible for a hotel subsidy in order to attend one of the scheduled sessions of the 2017 TTF Train the Trainer: Teaching Techniques and Presentation Skills. The application form will ask subsidy applicants to attest that their local falls within this category.
- Subsidy applications are processed and awarded to qualifying locals on a first-come, first-served basis as they are received. Subsidies are limited, but qualifying locals that submit an application after the allotted subsidies for a course have been awarded may be placed on a waitlist.

HOW TO APPLY FOR A SUBSIDY:

- The subsidy request form should be submitted together with a local union's regular application/nomination form to the TTF Train the Trainer. Both forms must be signed by an authorized representative of the Local Union's Executive Board and the trainer being nominated for the subsidy.
- Please email applications to: applications@iatsetrainingtrust.org.



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TTF TRAIN THE TRAINER: TEACHING TECHNIQUES SUBSIDY APPLICATION

This form must be signed by an authorized representative of the Local Union's Executive Board and the trainer being nominated for a subsidy. The officer completing and certifying this application must be an officer other than the individual listed as a trainer on this application.

This form must be submitted together with an application to attend a 2017 session of the TTF Train the Trainer: Teaching Techniques and Presentation Skills. Subsidies are awarded on a first-come, first-served basis to qualifying locals. Subsidies, when awarded, are non-transferable.

LOCAL UNION INFORMATION

DATE	LOCAL UNION	LOCAL CATEGORY
LOCAL UNION OFFICER NAME	OFFICER TITLE	
EMAIL ADDRESS	PHONE	
LOCAL UNION MAILING ADDRESS		

NOMINATED TRAINER INFORMATION

LAST NAME	FIRST NAME	MIDDLE NAME
EMAIL ADDRESS	PHONE	
TRAINER ADDRESS		
TRAINER SIGNATURE		

TRAIN THE TRAINER: TEACHING TECHNIQUES AND PRESENTATION SKILLS SESSION

Which session are you applying for? Check one.

- Chicago, IL March 19 & 20, 2017
 San Francisco, CA April 8 & 9, 2017
 Toronto, ON June 11 & 12, 2017
 Washington, DC August 5 & 6, 2017
 New York, NY October 21 & 22, 2017

CERTIFICATION

I certify that Local ___ meets one of the following requirements (please check one):

- My local files the Form LM-3 or LM-4 with the US Department of Labor and has gross annual receipts that are less than \$250,000.
 My local from Canada has less than \$250,000 in gross annual receipts.

OFFICER SIGNATURE

RVD 03/07/2017

IATSE Entertainment & Exhibition Industries Training Trust Fund
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