

COURSE/SUBSIDY FINAL REPORT

Course Reference Number: _____

Agency Hosting Course: _____

Agency Address: _____

City: _____ Postal Code: _____

Contact Person: _____ Phone Number: _____

Course Dates & Times: _____

Location of Course: _____

Contracted AFLCA Trainer(s): _____

The above information will be used for administration and to return course confirmations.

Have you enclosed the following documentation to qualify for subsidy?

_____ **SUMMARY OF COURSE EVALUATIONS**

Please submit all Participant Evaluation Forms (originals or copies of originals).

_____ **COURSE PARTICIPANT ROSTER FORM**

Complete Course Participant Roster Form provided with course materials.

_____ **RECEIPTS**

Include receipts - Only those expense items with receipts will be considered for subsidy. If the original receipts are required for agency records, a photocopy will be sufficient.

Please complete the above information and submit as one complete package to the AFLCA Office no later than four weeks following the course completion date.

If you are applying for subsidy, please complete the back of this form.



**Government
of Alberta** ■



Alberta ■

Freedom To Create. Spirit To Achieve.

AFLCA
Faculty of Physical Education
and Recreation
University of Alberta
Edmonton, Alberta
T6G 2H9
TEL: 780-492-4435
FAX: 780-455-2264

ACTUAL AFLCA SUBSIDIZED EXPENSES

Trainer Honorarium \$ _____
The AFLCA will provide subsidy for a maximum of 24 Hours (Exercise Theory), 20 hours (Specialties), 8 Hours (Recertification), and 44 Hours (Dual Courses)

Trainer Travel \$ _____
The AFLCA will provide subsidy for out-of-town Trainer travel ONLY. (City centre to city centre at .30 cents per km)

Trainer Meals \$ _____
The AFLCA will provide a maximum of
▪ \$ 6 for breakfast
▪ \$ 7 for lunch
▪ \$12 for dinner

Manual Fees \$ _____
Dual courses require two manuals.
Fee must include manual for each person.

Facility Rental \$ _____
The AFLCA will review subsidy to a maximum of \$250 (Recertification), \$500 (Exercise Theory or Specialty), and \$1000.00 (Dual Course)

ACTUAL TOTAL SUBSIDIZED EXPENSES \$ _____

**Total Subsidized Expenses) Number of Participants =
Subsidized Cost Per Participant** \$. /Participant

REVENUE

Registration Fees
_____ Participants X \$ _____ Registration Fee \$ _____
(minimum 8 participants in rural area) (GST Included)
(minimum 10 participants in urban area)

Other \$ _____
If dollars will be secured from another source please indicate the sponsor and the amount.
(Eg. Municipal or Provincial Leadership Grants or Continuing Education Grants)

TOTAL REVENUE \$ _____

SURPLUS/DEFICIT (Total Revenue - Total Expenses) \$ _____

Only expenses with receipts will be considered for subsidy.