

## 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.**



Alberta



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 .21 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.**