

AREA TRAINING ADVISER CHECKLIST FOR TRAINER REAPPOINTMENT

Area Training Advisers (ATA) are responsible to keep track of the National Trainer reappointment requirements for each trainer in their Area. This checklist tracks the yearly requirements and the reappointment process for each trainer in the ATA's Area. Upon the completion of the Year 3 reappointment requirements for each trainer in their Area, the ATA submits an electronic copy of this form accompanied by the TR.5, TR.6 and TR.8 Summary, to the Trainer Records & Development Coordinator.

For more information on the National Trainer Reappointment requirements, please refer to the Managing TEAM document on Member Zone, or visit the Alberta Council Training Website at

<http://www.girlguides.ca/AB/Volunteers/Training/Events/AB/More/Training-Trainers.aspx>

Trainer Name: _____ **Area:** _____

iMIS Number: _____ **Reappointment date:** _____

Requirement	Year 1 Yes/No	Year 2 Yes/No	Year 3 Yes/No	Comments <i>(If requirements were not fulfilled please explain)</i>	
10 hours training (3 Foundation)					
4 hours enrichment					
Attend training meetings/events					
Attend Trainer's Workshop <small>(at least once during 3 year appointment)</small>					
	Date Rec'd	Date Rec'd	Date Rec'd	Comments	Date Submitted to PTC/Designate
TR.4					By July 15 each year
AB.01					By July 15 each year
TR.5	n/a	n/a			
TR.6	n/a	n/a			
TR.8 Summary	n/a	n/a			

If reappointment evaluations are from a session 6-12 months prior to the reappointment date, please explain why:

Recommendation from AC & ATA <i>(Please attach email from AC if obtaining signature is not possible):</i>	Date recommendation passed:
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Name:	Position in Guiding:
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Telephone Number:	Email Address:
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