



USA Gymnastics University

Course Request Form

Requests must be made a minimum of 4 weeks prior to course date.

A completed form is required. Please circle course below.

Office Use Only

Totals Approved by: _____

Date Received: _____

U101	R102	R103	W200	T200/201
Safety & Risk Management	Preschool Fundamentals: Hands on Training	School Age: Hands on Training	Development Coaches Course : Hands on Training	Trampoline & Tumbling Development Coaches Course: Level 1 and Hands on Training

Course Information:

Date _____ Time _____ Course Code _____

Location (Facility) _____

Address _____

City _____ State _____ Zip _____

Local Contact Information:

Name _____ Phone _____

Local Contact Website & Email _____

National Instructor Information:

Instructor's Name _____ Member # _____

Phone _____ Email _____ Est. Attendance _____

Special Notes _____

Required for expense reimbursement: (If incomplete information, then reimbursement cannot be guaranteed.)

(Check one)

___ Mileage (.565/mile) Estimated mileage round trip required: _____ (MapQuest mileage)

___ Airfare Preferred airlines _____

Is Overnight Stay Required? _____ Preferred Hotel _____

Estimated Meals _____ (\$25 maximum per day) breakfast=\$7 max lunch=\$8 max dinner=\$10 max

Other _____ Reason _____

Ship books and/or packet to the following address:

(If different than Host Facility Address)

**Books/Packets typically shipped to arrive 1-2 days prior to course date.*

Safety Shipments Needed

Books	
Exams	
Answer Sheets	
Current Inventory	

Mail completed form to: USA Gymnastics Member Services • 132 E. Washington St. Suite 700 Indianapolis, IN 46204

Fax completed form to: 317-692-5212

Email completed form to: education@usagym.org