



PROJECT 375
81 Prospect St.
Brooklyn, NY 11201
312-988-0243

Dear Mental Health Advocate:

Thank you for your interest in Youth Mental Health First Aid training. The following forms are required in order for us to schedule a training in your community. Before completing, there are a few things you should know in order to ensure a successful day:

- PROJECT 375 does not provide location nor pay for space for the trainings. Each community must provide us with an appropriate space to host the training. Some great examples are your local high school, library, YMCA but we'd love to hear your ideas, as well!
- We need the completed forms at least six weeks prior to your suggested training dates.
- PROJECT 375 does not provide lunch. We are, however, happy to work with you in speaking with local restaurant owners about providing a donated lunch which is a tax-deductible donation.
- PROJECT 375 DOES 100% sponsor the trainer's fees, all trainer and staff travel expenses, materials, folders, course manuals and community resource information.

We look forward to supporting your community and thank you again for helping to make a difference in the lives of the youth in your community.

Thank you,

A handwritten signature in cursive script that reads "Emily Thieme". The signature is written in a dark ink and is positioned above the printed name and title.

Emily Thieme
Development and Program Manager



PROJECT 375 – YOUTH MENTAL HEALTH FIRST AID TRAINING REQUEST FORM

Training Location: _____

Referral Source: _____

Contact Information: _____

Requested training date (please include 2-3 options): _____

NOTE: Please complete form and provide to Emily Thieme at e.thieme@projec375.org as soon as possible, as we require 6-8 weeks to plan a training.

- **Who is the onsite point of contact? Please provide phone number and email address.**

- **What is the exact address and room name(s)/number(s) for the training?**

- **How many participants do you expect to attend and what are their roles in the community? (minimum of 10 required and max of 30 per training classroom)**

- **Please describe the room setup? If in two rooms, could you provide a description (*Desks vs. tables and chairs? Round vs. long? Classroom vs. Theater? Movable seats or stadium seating?*)?**



- Is there a projector in each room (or the room, if just one)? Are speakers available to connect to the laptop? Will there be someone who can assist connecting the trainers' laptop to the projector? If so, please provide the name.
- What address should we use to mail the course manuals (if we were to mail them onsite)? To whose attention should they be addressed?
- Are there a specific number/frequency of breaks necessary based on union or other requirements for those in attendance?
- Is there guest parking? If so, where is it located?
- Is any special identification needed to enter the building?
- Is an easel available and are we allowed to place tape on the walls?
- Will any drinks or snacks be provided for participants?

NOTE: We ask that headcount and full list of participants, with name, emails, title and phone number be submitted to Emily Thieme at e.thieme@projec375.org no later than two weeks prior to the training.

