

GROUNDWORK Training Request Form

The Groundwork Training Request Form **MUST** be submitted to the program administrator at least **3 months before the scheduled training**.

HOST INFORMATION

Local Coordinator Contact Name	
Role/Job Position/Volunteer Position	
Organizational Affiliation	
Mailing Address (for materials)	
Work Phone	
Cell Phone	
Home Phone	
Email	

TRAINING SPECIFICS

Target Date(s)	
City/State	
Site/Location of Training	
Sponsoring Organization	
Event Name (if part of larger event)	
Closest Major Airport	

SCHEDULE SPECIFICS

Start Time/Day (I.e. Friday at 6PM)	
End Time/Day	
Approximate Daily Schedule	

THEME: (PLEASE CHECK ONLY ONE – SEE BROCHURE FOR MORE INFORMATION)

<input type="checkbox"/>	Anti-Racism Analysis Development	<input type="checkbox"/>	Anti-Racism and Racial Identity Development for People of Color
<input type="checkbox"/>	Anti-Oppression Analysis Development	<input type="checkbox"/>	Anti-Racism and Racial Identity Development for White People
<input type="checkbox"/>	Analysis Development and Organizing	<input type="checkbox"/>	Other

Mail: GROUNDWORK: 25 Beacon Street Boston, MA 02108
 Email: groundwork@uua.org Fax: (617) 742 0321 - Attn: Groundwork
 Questions: (617) 948 4273

ESTIMATED AGE AND NUMBER OF PARTICIPANTS:

	Check all that apply	Approximately How Many?
<input type="checkbox"/>	Youth (14 to 18)	
<input type="checkbox"/>	Younger Young Adult (18 to 25)	
<input type="checkbox"/>	Young Adults (25 to 35)	
<input type="checkbox"/>	Adults (35+)	

ESTIMATED RACIAL DIVERSITY OF PARTICIPANTS:

	Check all that apply	Approximately How Many?
<input type="checkbox"/>	People of Color	
<input type="checkbox"/>	White People	

ADDITIONAL INFORMATION

What do you hope your group will gain from this experience?

Do you have any concerns or questions?

Groundwork Training Fees

Financial grants are available to youth, young adult, campus and community groups in order to help reduce cost to participants and increase visibility of the Groundwork Training program.

Unless the Host has arranged financial support with a participating congregation, campus group or UUA donor the Host organization is responsible for 100% of the training fees.

Fees listed below cover Trainer Stipend, Trainer Travel, Training Materials and Groundwork Administrative Costs only.

Please note that the Groundwork: Youth and Young Adult Training and Organizing Program is supported by training fees and is not-for-profit program.

One-Day Training - 8 Hours Total	
<input type="checkbox"/> 15 to 40 Participants	\$1500
<input type="checkbox"/> 41 to 60 Participants	\$2250
<input type="checkbox"/> 61 to 80 Participants	\$3000

Weekend Training - Two-Day - 16 Hours Total	
<input type="checkbox"/> Option 1: Friday 6PM 10PM, Saturday 9AM-9PM (2-Day)	
<input type="checkbox"/> Option 2: Friday 6PM-10PM, Saturday 9AM-5PM, Sunday 9AM-1PM or 1PM-5PM (3-Day)	
<input type="checkbox"/> 15 to 40 Participants	\$2000
<input type="checkbox"/> 41 to 60 Participants	\$3000
<input type="checkbox"/> 61 to 80 Participants	\$4000

Intensive Training - Three-Days- 24 Hours Total	
<input type="checkbox"/> 15 to 40 Participants	\$2500
<input type="checkbox"/> 41 to 60 Participants	\$3500
<input type="checkbox"/> 61 to 80 Participants	\$4500

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Host Responsibilities

- Guarantee a *minimum* of 15 attending participants.
- Outreach to local area youth, young adults and/or adults.
- Participant registration.
- Coordinate and prepare food as necessary.
- Arrange local transportation for trainers and participants.
- Book meeting space, and if necessary sleeping space.
- Provide home hospitality for trainers from out of town.
- Find adult advisors to sponsor attending youth.
- Provide training supplies and handouts.
- Submit training deposit and expense report.

Groundwork Program Responsibilities

- Assign and prepare **GROUNDWORK** trainers, including travel, stipend and materials.
- Develop a training program suited to the skills and interests of the participants.
- Budget and fundraising guidance and support.
- General publicity to youth and young adults.
- Online registration (for young adults and adults only).

Host organizations are expected to charge a participant registration fee that will cover 100% of the training costs. Financial grants are available to youth, young adult, campus and community groups in order to help reduce cost to participants and increase visibility of the **GROUNDWORK** training program.

I understand that unless we have arranged financial support with a participating congregation, campus group and/or other UUA donor we are responsible for 100% of the training fees.

*I understand that 50% of this fee will be due **6 weeks** before the date of the training and the remaining 50% will be due within **2 weeks** of the last day of the training.*

Checks can be made payable to:

UUA/Groundwork
25 Beacon Street Boston, MA 02108
Attn: Groundwork

Sign:

Date:

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