**Regional Board Facilitation Request Form**

**Each regional association is limited to *one* complimentary session per year.**

**Schedules fill fast, so please submit requests early.**

***These sessions will not be scheduled in December.***

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| **Regional Association** |       |
| **Contact Name** |       |
| **Contact Telephone** |       |
| **Contact E-mail Address** |       |
| **Topic** | **[ ]  Board Orientation & Optimization – 4 hours****[ ]  Governance – Bylaws, or P&P Development – 5 hours****[ ]  Membership Recruitment & Retention – 5 hours****[ ]  Strategic Planning – 6 hours** **[ ]  Tradeshow / Events – 4 hours** **[ ]  Volunteer Development & Recruitment – 4 hours****[ ]  Other:**      **NOTE: If you want your group to earn MAS/CAS credit for participating in this session, submit a request for MAS/CAS approval to PPAI Professional Development once you receive confirmation from your speaker.** |
| **Facilitator Requested** | **[ ]  Dana Geiger****[ ]  Bob McLean, MBA, CAE****[ ]  Other:**       |
| **Preferred Date** |       |
| **Second Date Choice** |       |
| **Time** |       |
| **Location** |       |
| **Audience** | **[ ]  Board Members Only Number in group:**      **[ ]  Board and Committee Members Number in group:**       |

**Please complete and return this form to Valerie Schenewerk**

**via e-mail to valeries@ppai.org, or by fax to 972/594-4051.**