

Outreach Program & In-Person Training Implementation Timeline

The First Tee*

DRIVE

Develops Revarcing Inspiring Values for Everyone

(In-Person trainings are based upon availability. NSP limit for educators is 45. DRIVE limit for youth leaders is 24.)

8 Weeks Prior	6-8 Weeks Prior	6 Weeks Prior	4 Weeks Prior	3 Weeks Prior	1-2 Weeks Prior	Day of Training
• Contact Outreach with sponsorship plans and a proposed date & location for training • Identify to Home Office school district or youth service organization to be sponsored. • School District In-service day recommended for NSP.	• Contact SDC or YSO contact • Send/Collect TRF • Send ISA (IFA for DRIVE) form • Training Date and Trainer identified (tentative) • Confirm that site for training is a full-size regulation high school gym required.	Training Support Deadline for TRF Upon approval of TRF, Training Date and Trainer are confirmed Trainer arranges schedule and time out from work If training date and site are not confirmed, the training will need to be rescheduled.	Training Support Deadline for ISAs & IFAs. Trainer books travel Shipment prepared Custom Sign-In Sheets and Labels for manuals produced	Training Support • Ship training materials: handouts, manuals & Predetermined equipment needs. • Contact SDC or YSO contact Re: Shipment	Training Support Confirms shipment delivery with SDC or YSO contact Confirms access to training facility 75 minutes prior to training time Sends Pre- training Fact Sheet to Trainer and others	• Arrives to Site 75 min prior to start • Organizes materials and equipment set-up • Conducts Training SDC/YSO Contact • Opens training facility 75 min prior to start • Sets up snacks and TV DVD • May assist with sign-in
Terminology Key: SDC – School District Contact TRF – Training Request Form						Chapter or Home Office Staff • Manages Guests
ISA – Individual School Agreement Form IFA – Individual Facility Agreement (DRIVE) YSO – Youth Service Organization (DRIVE)						and SponsorsAssist Trainer wset-up and sign-in