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.

<table>
<thead>
<tr>
<th>U101</th>
<th>R102</th>
<th>R103</th>
<th>W200</th>
<th>T200/201</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety &amp; Risk Management</td>
<td>Preschool Fundamentals: Hands on Training</td>
<td>School Age: Hands on Training</td>
<td>Development Coaches Course: Hands on Training</td>
<td>Trampoline &amp; Tumbling Development Coaches Course: Level 1 and Hands on Training</td>
</tr>
</tbody>
</table>

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]

Safety Shipments Needed
Books _______
Exams _______
Answer Sheets _______
Current Inventory _______

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

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