SPSA Course Sponsor Application

Before completing the application form on the following page, please review the following guidelines to endure you are able to meet them.

Course Sponsorship Guidelines:

☐ Advertise and promote course.

☐ A minimum of 12 participants registered two (2) weeks prior to the course date is required, or the course may be cancelled.

☐ Participants are responsible for their own expenses including accommodations, travel and meals.

☐ Provide a wheelchair-accessible training facility for up to 30 people. The facility must have adequate space to accommodate group work or break-out sessions. The cost of the facility is the responsibility of the sponsor community and there will be no charge to participants for the facility.

☐ Tables and seating for participants. Set up and take down of tables and chairs is the responsibility of the sponsor.

☐ Table for instructors' equipment including a projector and a small table for instructors training manual

☐ Plain, blank wall for presentation or screen if one is available. The course is presented by the use of a projectors, so dark or shaded room is recommended.

☐ Provide complimentary coffee, tea, and water for course participants.

☐ Primary contact liaise directly with Course Administrator and the Instructor.

☐ Recommend appropriate commercial accommodations for instructors and participants, if required.

Application Process:

Complete and return form to:
Saskatchewan Public Safety Agency
47-12th Street East
Prince Albert SK S6V 1B3
Email: spsatraining@gov.sk.ca
Phone: 306-953-3763

SPSA Will notify you if your request has been accepted.

saskatchewan.ca

Saskatchewan
PUBLIC SAFETY AGENCY

Application to Sponsor a Provincial SPSA Couse:

Course Title: _____

Dates: _____

Location: _____

Facility Address: _____

(Address)   (City/Town)   (Postal Code)

Sponsoring Municipality/Agency:

Primary Contact: _____

(Surname)   (First Name)

Organization: _____

Title: _____

Address: _____

(Address)   (City/Town)   (Postal Code)

Cell/Home Phone: ( ) _____ **Work Phone:** ( ) _____

Email Address: _____

I have read and agree to comply with the
course sponsor guidelines:

_____
Signature

_____
Title

_____
Date

saskatchewan.ca

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