



Information for First Aid/First Response Training Organiser

Please complete the following form and send copies to the County Office and the County Webmaster. This information will be made available in the Members Only area of the County Website. This form is also available as an e-form on the County Website - Members/Resources/First Aid.

Name of Organiser	
Organiser's Contact Details	
Date	
Time	
Venue	
No. Of Participants	
Name of Trainer	
*Cost of Training	

*N.B. ensure that the costs cover the venue, trainer's expenses and course handbooks. Remind the participants that expenses can be reclaimed from their unit.

Participants should wear uniform and bring a notepad and pen and lunch, where applicable.

Note to Training Organiser. Before booking a training, ensure that the trainer is available and how many people they will take in a session. Once you have set up the training, please complete the above form and send it to County and to the Webmaster.

Please advise County and Webmaster of any spare places so that they can be made available to other Divisions.