

Oswego Town Fire District Conference/Training Request Form

Person making request: _____

Conference/Training Title: _____

Person(s) requesting to attend: _____

Date(s) of program: _____

Location: _____

Are overnight arrangements necessary: Yes / No

Details about the program (Please describe activities that will occur during the conference/training program) Please be specific: _____

COST DETAILS

(please be **VERY** specific)

Registration fee(s): _____

Transportation- Please circle which method will be used and indicate associated costs:

Dept Vehicle (3471)

Personal Vehicle (See notes below)

Mileage associated with trip: _____ (Use Mapquest.com if necessary)

Housing costs (Please provide details): _____

Other Pertinent Information: _____

APPROVALS

(Please allow enough time for approvals from the following people, Line Officer's meeting is held on the Tuesday before the regular business meeting, Commissioners is posted on the bulletin board.)

EMS Coordinator (for all EMS related conferences) _____

Chief's Office: _____

Line Officers/Chief: _____

Commissioners _____

APPROVED for \$ _____

NOT APPROVED

NOTES:

- No requests will be approved by the Commissioners without the approvals listed above.
- Use of a department vehicle is encouraged for all transportation. If a department vehicle is not available then a personal vehicle may be used. Carpooling is mandatory. If more than 1 vehicle is necessary please indicate why in the space provided above. Anyone choosing to take their own personal vehicle instead of carpooling will not be reimbursed for mileage costs, unless prior approval from the Commissioners is obtained.
- Anyone attending a conference/training program will be expected to share the information learned/gathered at an upcoming meeting or drill.

i.e. Those people that attend an EMS related conference will be expected to lead training on a drill night to share the information they learned at the conference. If a group of people went then each person can lead a different part of training on that particular night.

i.e. Those people that attend the Chief's convention will be expected to report back their findings to the Line Officers or Commissioners.