



JUNIOR LEAGUE OF ALBANY
Women building better communities®

Training Requirement Substitution Request Form

In accordance with the JLA Membership Requirements, Members may complete and submit this form within 30 days of completing outside trainings (relevant to the JLA Mission) to the Board of Directors for their approval. Pending approval from the Board, outside trainings may be substituted for points toward the JLA Training Requirement at a rate in which 1 hour of training = 1 point.

JLA Member: _____

Today's date: _____

Date training completed: _____

Agency where training was completed: _____

Agency's training supervisor and their contact information:

Name & Title: _____

Phone number: _____

E-mail address: _____

Brief description of the training:

Would you recommend this training for the League? Why?

JLA Member signature certifying the above information is accurate: _____

Board Member Approval: _____ Date: _____

Important Notes:

3 points are needed for all Members to satisfy the JLA Training Requirement.

All Outside Community Services Substitution Forms are due prior to May 1st of the current League year AND within 30 days of completing the training hours.

All requirement substitution forms are subject to approval by the Board of Directors.

To ensure your substitution will be accepted, pre-approval from the Board is strongly recommended.