



JUNIOR LEAGUE OF ALBANY

Outside Personal Development Training Substitution Request Form

In accordance with our Membership Requirements, Members may complete and submit this form within **30 days** of completing outside personal development training to the Board of Directors for approval. Pending approval from the Board, outside personal development training hours may be substituted for personal development credits in the following increments:

- 2 training hours = 1 credit
- 4 training hours = 2 credits

JLA Member:

Today's date:

Date training hours were completed:

Entity that gave the training:

Trainer's contact information:

Name & Title:

Phone number:

E-mail address:

Brief description of training completed:

Would you recommend this training for a League-wide event? Why?



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By submitting this form, I certify that the above information is accurate:

(Please sign and print your name)

Board Member Approval:

Date:

Important Notes

- All Members need 2 personal development credits to satisfy the Personal Development Requirement.
- All outside personal development training substitution requests must be made before May 1 of the current League year.
- To ensure that your substitution will be credited, we strongly encourage you to seek pre-approval from the Board.