Preservice Training Reimbursement Form

You must have a Google account to access and submit this form. To create a Google account:

1. Go to www.google.com
2. Click Create an account
3. The signup form will appear
4. Review Google's Terms of Service and Privacy Policy, click the checkbox, then click Next step.
5. The Create your profile page will appear
6. Your account will be created, and the Google welcome page will appear
7. Enter this email address at the top of the reimbursement form

Instructions for Completing the Form - All fields must be completed for the form to be submitted and approved

Access the forms ─────────────────────────────────

Two forms must be completed for reimbursement
a. Preservice Training Reimbursement Form
b. Preservice Class Roster

These forms can be accessed at ohiocasa.org/directors

Complete the fields ─────────────────────────────────

1. Date
Enter the date the form is submitted

2. Program
Use the dropdown to click on the name of the program submitting this form

3. Reimbursement payable to
Enter who the check is to be made payable to

4. Staff contact, name, email and phone
Enter the name and contact information of the person to be contacted for information regarding this training or reimbursement request

5. Training date beginning
Enter the date that the first class was held

6. Training date end
Enter the date that the final class was held

7. Total training hours
Enter the total number of hours spent in class and on activities/exercises related to the class

8. Lead trainer name
Enter the name(s) of the person primarily responsible for managing the in-class sessions and speakers

9. I certify the above training
Check yes to affirm that this training meets each National CASA, Ohio CASA and Rule 48 certification requirement.

10. Number of attendees who started training
Enter the total number of individuals who began this preservice training series and attended an in-class or online training session for the purpose of becoming a volunteer. There may be individuals who decided during the training series not to continue the process and do not complete preservice training; this will be reflected in the next field

11. Number of attendees who completed training
Enter the total number of individuals who successfully completed preservice training. The names of these individuals will comprise the 2020 Preservice Class Roster

12. Reimbursement Requested
a. If you are requesting reimbursement for the preservice training, enter the amount you are requesting and the calculation of that amount: $400 + ($80 x the number of attendees that started training as provided in the field above)
b. If you are not requesting reimbursement for the preservice training, enter "No reimbursement requested"

13. Class Roster
a. Download the form 2020 Preservice Class Roster
b. Enter the name and requested information for each person counted in the field titled "Number of attendees who completed training" on to the form
c. Save and title the form using the fields "Program name" and "Training date" (e.g. Franklin_2020-09-11)
d. On the Preservice Reimbursement Form, click "add file" under the field "Class roster"
e. Click "select file from your device"
f. Locate the Preservice Class Roster on your device; double-click on it. This will return you to the field "Class roster"
g. Click upload

14. Summary evaluation
a. Create a summary of the evaluations submitted for the Preservice training
b. Repeat steps d-g above for this field

15. ODJFS specific promotion
a. Download, scan or locate a copy on your device of the document(s) that include the required funding acknowledgement "This training has been partially funded througha contract between Ohio CASA and the Ohio Department of Job and Family Services. Ohio CASA supports local CASA/GAL programs throughout Ohio with training, technical assistance, legislative support, and standards implementation so volunteers may advocate for abused, neglected, and dependent children in the court system."
b. Repeat steps d-g above for this field

Submit ──

1. When all fields have been completed and documents uploaded, click on the blue "Submit" button at the bottom of the page
2. A copy of your responses will be sent to the Google account email address

Questions
Contact Kathleen Glumac: kglumac@ohiocasa.org or 614-224-2272