



NATIONAL RIFLE ASSOCIATION

Law Enforcement Division

HOST REQUEST FORM

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DATES PREFERRED (In order of preference)

HOST AGENCY NAME: _____

HOST AGENCY ADDRESS: _____

HOST COORDINATOR'S NAME: _____

(Please include rank and/or title)

WORK PHONE #: _____ FAX #: _____

EMAIL: _____ CELL #: _____

(Required)

(Required)

SHIPPING ADDRESS FOR SCHOOL MATERIALS (cannot be a P.O. Box):

SCHOOL THAT WILL BE UTILIZED IN CONJUNCTION WITH THE TRAINING:

SCHOOL NAME: _____

SCHOOL ADDRESS: _____

SCHOOL OFFICIALS NAME: _____

(Please include rank and/or title)

SCHOOL RESTRICTIONS, IF ANY: _____

By affixing my signature, I am certifying I fully understand the requirements for hosting NRA training, and I can and will comply with all requirements & responsibilities.

Print Name _____ Signature _____ Date _____

FOR NRA OFFICE USE ONLY

Date request received:	By:	Attendance capped at:	By:
Date school Scheduled:	By:		

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CLASSROOM INFORMATION

CLASSROOM ADDRESS: _____

(Please provide complete mailing address as this will be where students are told to report on the first day of class)

Is the classroom able to be secured during and after class each day? **YES / NO**

Is the classroom climate controlled, (air conditioned and/or heated)? **YES / NO**

If not, please explain: _____

Is the classroom reserved exclusively for NRA for during this week? **YES / NO**

Is the classroom available for setup the weekend prior to the school: **YES / NO**

Classroom seating max #: _____ # of Desks: _____ # of Tables: _____

Is the classroom capable of having a separate instructor table at the back of the class? **YES / NO**

Is there a chalkboard or dry erase board and markers available? **YES / NO**

PRESENTATION EQUIPMENT INFORMATION

PowerPoint presentations are used extensively for the classroom portion of the NRA Law Enforcement Firearm Instructor programs. A laptop or desktop computer capable of running version 2003 Microsoft PowerPoint presentations and a digital or LCD multimedia projector is required in the classroom. If you are using an older version of PowerPoint, a free PowerPoint Viewer utility is available for download from the Microsoft website and should be installed on your PC prior to the first day of class.

Is there a laptop and/or desktop computer available in the classroom? **YES / NO**

Is there a "**Portable**" digital or LCD multimedia projector available in the classroom? **YES / NO**

Are there Extra Bulbs? **YES / NO** Is there a Projection Screen? **YES / NO**

Are Flashdrives permitted to be used in your classroom computer equipment? **YES / NO**

Are CD-Rom/DVD's permitted to be used in your classroom computer equipment? **YES / NO**

Is there anything else you feel we should know about your classroom facilities? _____

WE DO NOT HAVE THE NECESSARY COMPUTER AND/OR PROJECTOR. REQUEST THE NRA SUPPLY:

Laptop Computer: ☐

Portable Multimedia Projector: ☐

BOTH: ☐

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SUGGESTED HOTELS

Please provide the name, address and phone number of 2 local hotels you could recommend as being clean, safe and convenient to your classroom:

HOTEL NAME: _____

Address: _____

Phone: _____ Website: _____

HOTEL NAME: _____

Address: _____

Phone: _____ Website: _____

DIRECTIONS & MAPS

Please provide a map with this packet that contains all of the following information on it:

1. Local major highways
2. The hotel locations
3. Classroom location
4. Other important details, (airport or other landmarks.)

This map will become part of the “*Student Information Packet*” and included with the registration confirmation sent to each student. Please provide a clear color printed map with the above information clearly notated on it from one of the internet mapping services, (such as Google Maps, MapQuest, Yahoo or Bing Maps). Please do not photocopy street or other printed maps as they typically do not reproduce or fax clearly.

Completed “*Host Request Forms*” can be emailed, faxed or mailed and should be forwarded to the attention of the **Law Enforcement Training Manager** at:

NRA – Law Enforcement Division
11250 Waples Mill Road
Fairfax, Virginia 22030
703-267-3834 (Fax)
info@nraschoolshield.org