



Inservice 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

Enter the date that the class was held

6. Total training hours

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

7. Title of training, Lead trainer name

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

8. Link to video used

If a video, online event, or pre-recorded experience was used as a primary component of the course, provide a link [here](#)

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. I would like to recommend te presenter

We're always looking for information regarding speakers who can effectively contribute to volunteers' knowledge base. Let us know what you think about this experience

11. Number of attendees who signed in

a. For in-person events, enter the total number of individuals who signed in and attended the session

b. For online events, enter the total number of people who registered for the session

The names of these individuals will comprise the class roster

12. Reimbursement requested

a. If you are requesting reimbursement for the inservice training, enter \$350

b. If you are not requesting reimbursement for the inservice training, enter "No reimbursement requested"

13. Class Roster

a. Download the form 2020 Inservice 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 Inservice Reimbursement Form, click "add file" under the field "Class roster"

e. Click "select file from your device"

f. Locate the Inservice 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 Inservice 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 through a 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

16. Post-viewing test + virtual discussion

a. If the inservice event is presented fully through the viewing of a video, online event, or pre-recorded experience, Ohio CASA is requiring that the session include some measure of the session's benefit to the volunteer and the volunteer's engagement, in addition to a virtual discussion regarding content

b. To qualify for reimbursement, the session must ask participants to complete a short post-viewing test. This can be achieved through an online 'Survey Monkey' type interaction, an emailed document, post-viewing discussion questions or whatever method the program finds appropriate and effective

c. Through screen shots or documents, provide a copy of the test by repeating steps d-g above for this field

d. If the session was a live interactive session, a post-test is not required

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