

NAPS TRAINING SEMINAR TRACKING FORM

CHECK ONE:

- Pre-Seminar Form*
\$1000 max from training allowance if the seminar has not been advertised a minimum of thirty days (30) in *The Postal Supervisor*.
- Post-Seminar Tracking Form* -- Due in thirty days. Include a copy of the program, calendar published in *The Postal Supervisor* indicating 30-day advertising notice and Training Voucher

Area Vice President Conducting Seminar
Dates

States Covered

Seminar Location (hotel,)

City: State:

Telephone Number

Hotel Room Rates

Registration Fee \$

Total Expenses (budgeted or actual)

Expenses Charged to Training Fund _____

Topics Covered

Instructors/Guest Speakers

NAPS and Postal Officials attending:

Mail or email one copy to :

Chuck Mulidore or naps.cm@naps.org
Secretary/Treasurer
NAPS Headquarters
1727 King Street STE 400
Alexandria VA 22314-2753

NAPS Area Vice President will receive confirmation from NAPS HQ that this training announcement has been received and sent to the editor of *The Postal Supervisor* for publication. Receipt at NAPS HQ does not constitute compliance to the 30-day rule listed above. All pre & post training expenses must be submitted with this form.