ABOUT THE SPONSOR TRAINING SUMMARY

The 'Sponsor Training Summary' is a combination of the former 'Financial Report' and 'Training Roster' and is a Google sheet shared by the Sponsor and TASCC.

The Sponsor receives the Sponsor Training Summary in an email from TASCC along with the Training Approval Notification and the Release of Manual and Booklet.

The Sponsor Training Summary arrives with the names of the Profactors, Apprentices and Assistants/ Support Staff as listed on the Sponsor's Training Proposal and Training Approval Notification. When the Sponsor adds names to the Sponsor Training Summary, TASCC receives the information. No separate emails are required. The *Sponsor Comments* box is for the Sponsor and TASCC to exchange questions and answers.

TIMELINE

Ten Days Before The Training Start Date

The Sponsor may enter any necessary changes to the Training Team ten days before the Training Start Date.

Within Thirty Days After The Training End Date

The Sponsor completes the form by entering the Participants, the payment method, and payment instructions. No additional submission by the Sponsor is required. TASCC reviews the final report, contacts the Sponsor if needed, then shares the Sponsor's final report with Arica Institute's Treasurer, Manager and Moderator.

NOTES

A Gmail account is required to make entries on the Sponsor Training Summary.

Additional instructions are available HERE.

The Sponsor may schedule a Zoom meeting with a TASCC member by entering their request in the *Sponsor Comments* box on the sheet or contacting tascc@arica.org.

TASCC maintains an up-to-date drive for each Sponsor. The Sponsor may request access to the drive that contains all of its own Sponsor Training Summary sheets.