

HOST AGENCY INFORMATION AND AGREEMENT



GREETINGS!

Thank you for your interest in hosting an Action Target Academy training course. By scheduling our training in your area, your agency and the surrounding law enforcement community will save a significant amount of travel and lodging expense, making the training extremely cost effective.

HOSTING OPTIONS

There are 2 ways you can participate in an Action Target Academy course. Option #1 is to serve as a host agency for other law enforcement personnel to come and attend the course at your facility. This option is referred to as Deferred Registration. Option #2 is to hold the course for your department exclusively and fill it with only your personnel. This option is referred to as Contract Registration.

To simplify registration and identify Hosting Agency requirements for Action Target Academy programs, please follow the following guidelines:

ADMISSION and REGISTRATION

For acceptance into any Action Target Academy training program, individual applications must be submitted by fax or mail prior to the first day of class. Applications will be provided by us, and payment information must be included with the application. Upon receipt of an application, a confirmation letter with directions and local hotel information will be sent.

REQUIRED DOCUMENTATION

Current law enforcement officers, military personnel, federal agents, licensed private investigators, armed security, or armored couriers should be prepared to show a copy of valid department / organization credentials.

FITNESS REQUIREMENT

All attendees in Action Target Academy programs must be physically and mentally capable of safely handling moderate to intense physical activity and stress for at least 8 hours per day.

ADVERTISING

The Action Target Academy will use mass-media to advertise the course, but assistance with regional program notification to the surrounding Law Enforcement Community is greatly appreciated and often necessary to fill the class. A sample informational flyer will be provided by the Action Target Academy for the course(s) selected upon program confirmation.

INSTRUCTOR AND SKILL DEVELOPMENT PROGRAMS - CLASSROOM REQUIREMENTS

- A classroom of sufficient size to hold a minimum of 12 and a maximum of 24 students with seating arrangements suitable for note taking and study (tables and chairs).
- TV and VCR, LCD projector (PC compatible) and chalkboard / whiteboard.
- Video camera and slide projector for Instructor Certification programs.
- Carpeted floor surface required for Defensive Tactics programs. Room size minimum 30' x 50'.
- Secure areas for weapon, equipment and ammunition storage.
- First Aid / Trauma Kit.

RANGE REQUIREMENTS

- Minimum 5 firing point range.
- Capable of supporting 25 yard shooting (Pistol and Shotgun Training).
- Capable of supporting 50 yard shooting (Patrol Rifle / Carbine Training).
- Capable of supporting 100 yard shooting (Scoped Rifle Training).
- If used, Indoor range must be properly ventilated and have a variable lighting system.
- Outdoor range (required for long gun programs) must be on level ground and free of holes or obstructions.
- Restroom Facilities.
- Berms should surround the outdoor range on three (3) sides and be free of objects that could cause ricochet.
- Suitable Public Address System to communicate with all range occupants.
- First Aid / Trauma Kit.

TUITION OPTIONS

Deferred Registration:

Deferred Registration will direct students to complete the Action Target Academy Registration form and forward with payment directly to the Action Target Academy. Deferred Registration is designed for agencies that do not desire to handle funds from non-agency personnel. In order to administer a program under this section, the required minimum paid enrollment must be confirmed 10 days prior to the start date for the program selected according to the following schedule:

Student Enrollment for Instructor and Skill Development programs:

- Minimum, 12
- Maximum, 24
- 2 enrolled members of the Host Agency are admitted free when the minimum enrollment number is met.

Contract Registration:

Contract Registration allows the Host Agency to set the tuition price for program participants based upon the number of participants projected. This dramatically reduces tuition cost with increased enrollment. Contract registration will direct students to complete an Action Target Academy registration form and forward with payment payable to the Hosting Agency directly to the Hosting Agency Coordinator. Students should attach a bank check or money order to the registration form, as most Hosting Agencies are not set up to accept purchase orders, personal checks or credit card payments.

The Host Agency is bound by the terms of the Letter of Agreement and must submit the full contract price to the Action Target Academy 10 days prior to the start date of the program selected according to stated price on the course description.

To cancel the Letter of Agreement, the Host Agency need only notify the Action Target Academy by phone of intended program cancellation 10 days prior to the start date of the program selected and follow up with a letter within five days after the phone contact. It is the Host Agency's responsibility to notify all registrants of the course cancellation in a timely manner and return all monies.

PROGRAM AUTHORIZATION

To initiate the scheduling process the Host Agency must forward to the Action Target Academy the following:

- A letter of intent to host signed by the chief administrative officer or designee;
- A completed Host Agency Form with supporting maps and hotel information
- Suggested dates for the programs selected
- Notification of registration option desired (deferred registration or contract registration)

Once all required materials have been processed and an agreed upon date has been set for the program, the following will be forwarded by Action Target Academy to the Host Agency Coordinator:

- Letter of confirmation / agreement
- Course specific student invitation and registration forms
- Student equipment lists
- Course description sheet for copy and distribution

HOST INFORMATION FORM



Official host agency:	
Course title and dates:	
Contact person:	
Contact person phone #'s:	Work: _____ Cell: _____
Contact person fax #:	
Contact person e-mail:	
Contact person correspondence address:	
Name and physical address of the shooting range facility:	
Shipping address for steel targets and range equipment:	
Shipping address for coursebooks and other classroom materials:	
Classroom seating capacity:	
Video / TV / VCR / and projection equipment for Power Point presentations:	
Directions to the range:	IMPORTANT! - Please enclose a map and directions with this form
Brief description of ranges and available range equipment:	
Names and phone numbers of 3 nearby motels:	
Recommended airport:	

Please fill out and FAX this form to: Action Target Academy ATTN: Elizabeth Lehner

Fax: 435-657-0240

Mail Original Documents to:

PO Box 636 - Provo, UT 84603

435-657-0508 Office

OPTION 1 - DEFERRED REGISTRATION

_____ We choose to have all students register directly with Action Target Academy who will collect all tuition monies for the program selected. We as host accept responsibility for:

- Submitting a completed Host Agency Form, including this page.
- Regional advertising for program.
- Supplying sufficient classroom and/or range facilities.
- LCD PC compatible projector, screen, chalkboard / whiteboard

I understand that if Deferred Registration is selected, and I am unable to secure the minimum number of paid registrations by the stated cut-off date, the program will be cancelled.

OPTION 2 - CONTRACT REGISTRATION

TUITION YOU WILL CHARGE EACH STUDENT: \$

_____ We choose to contract at one price for training provided by Action Target Academy. WE ACCEPT RESPONSIBILITY FOR REGISTRATION, COLLECTION OF TUITION, AND:

- Submitting a completed Host Agency Form, including this page.
- Regional advertising for program.
- Supplying sufficient classroom and/or range facilities.
- LCD PC compatible projector, screen, chalkboard / whiteboard
- Accepting completed registrations and tuition from all students.
- Distributing the confirmation materials provided by the Action Target Academy to all registrants.
- Forwarding photocopies of completed registrations to Action Target Academy as they are received.
- Forward monetary instrument (check, P.O., etc.) for full contract amount to Action Target Academy no later than 10 days prior to the start of the program.

I understand that if Contract Registration is selected, it is my responsibility to notify all registered parties in the case of program cancellation and return all monies collected.

My signature indicates my understanding and acceptance of the conditions set forth as a host agency for the Action Target Academy.

Authorized Signature

Date

Bank Miller, Director of Training
Action Target Academy
P.O. Box 636
Provo, UT 84603
603-772-9627
www.actiontarget.com

Date