



NAYLP Program Details Form

Please complete so NAYLP can list your program on the site and track Edmonton's session statistics.

PROGRAM DETAILS			
Sponsor Club Name & Number:			
Location Name:			
Session Dates & Times:			
Host Name:		Co-Host Name:	
Host Email:		Co-Host Email:	
Host Phone:		Co-Host Phone:	
<u>Typical Host Duties:</u> <ul style="list-style-type: none"> Organize team & volunteers/speakers. Lead meeting/ensure running smoothly. Phone participants/parents to remind of session at least a day before. 		<u>Typical Co-Host Duties:</u> <ul style="list-style-type: none"> Track participant progress & meeting details to ensure accurate graduation criteria records at end of program. Submit statistics after program end. 	
See https://coordinator.naylp.ca for resources to run your session/track criteria.			
LIABILITY INSURANCE			
https://www.toastmasters.org/leadership-central/general-finance/liability-insurance TMI provides up to \$2 million in general liability insurance for all qualified Toastmasters club and district events and meeting sites around the world. Email the finance department with the following: <ul style="list-style-type: none"> Name of the meeting facility or event Address of the facility Phone number, fax number, and email of the contact person at the facility Ask the facility if they need to be added as a certificate holder/additional insured. Once the information is received by our finance department, allow 1 to 3 business days for the contact person at the facility to receive the certificate via email or fax. You can also download a general certificate on the website above.			
Please confirm you have submitted your request for liability coverage to TMI:			<input type="checkbox"/> Yes <input type="checkbox"/> No
STATISTICS NEEDED			
Registrants Aged 10:		Registrants Aged 11:	
Registrants Age 12-14:		Registrants Age 15-17:	
Total Registrants:		Total Graduates:	
Total Repeat Students:		Repeat Graduates:	
<i>Please submit copies of your coordinator / parent / participant feedback forms from the last session.</i>			