



Centralina Area Agency on Aging
Living Healthy Chronic Disease Self-Management Program (CDSMP)
Diabetes Self-Management Program (DSMP)
CLASS LEADER/MASTER TRAINER
Sponsoring Agency Commitment

1. I have read the Class Leader Position or Master Trainer Description and believe that _____ (print leader name) has the necessary qualifications.
2. Our agency _____ (print name) is willing to sponsor this candidate and assist him or her in building sustainability for the CDSMP or DSMP programs in our local community.
3. The items listed below are **required of each agency that supports a leader or master trainer:**

Provide staff time to cover teaching the workshop, travel (includes mileage) and preparation time if necessary.

If leader is a volunteer for a specific agency and training for that same agency, then agency may provide a stipend or gas mileage as agreed upon between volunteer and agency.

Assure that all leftover materials are returned to Centralina AAA

Assure that all required paperwork, evaluations, surveys and attendance records are returned to Centralina in a timely manner.

4. The **voluntary items** checked below indicate the commitment that our agency can make to support the Class Leader's efforts in the community to teach the class and ensure on-going program viability.

_____ Provide space for the class to meet.

_____ Publish and print brochures.

_____ Publicize local workshops.

_____ Assist in handling registration.

_____ Support outreach, coordination, and community collaboration efforts.

_____ Support Class Leader's time and any costs associated to participate in the certification training.

_____ Support a workshop by purchasing copies of participant supplies needed for up to 15 participants (class book and CD).

_____ Provide snacks for class participants.

_____ Provide class materials necessary to teach the workshop such as markers, flipcharts and handouts.

_____ Other: _____

_____ Agency

_____ Agency Representative

_____ Date

Centralina AAA Region F CDSMP/DSMP Coordinator

_____ Date