SAFE Refuse To Be A Victim® Seminar Program
Co-Sponsorship Guide

August 2009
# Table of Contents

About SAFE ............................................................................................................................... 1

About the SAFE Refuse To Be A Victim® Seminar Program .............................................. 2

About Refuse To Be A Victim® Seminars ......................................................................... 3

Terms and Conditions of Participation in the SAFE Refuse To Be A Victim® Seminar Program ............................................................................................................................... 5

Refuse To Be A Victim® Seminar Co-Sponsorship Requirements and Options .......... 8

Appendix A – Organizational Waiver .............................................................................. 10

Appendix B – Participant Waiver ..................................................................................... 11

Appendix C – Venue Requirements ................................................................................. 12

Appendix D – Refuse To Be A Victim® Affinity Items Catalog ..................................... 13

Appendix E – Co-Sponsorship Application Form ............................................................ 14
About SAFE

SAFE stands for Safe Atlanta For Everyone. We are an across-neighborhood organization focused on identifying, promoting and facilitating actions individual members of all communities can take to improve public safety starting right now — today. Started as a regular meeting of concerned citizens during the summer of 2008, SAFE has grown to encompass five key programs in the Atlanta area intended to empower individuals to make their communities stronger and safer:

- **SAFE Watch**, an extended neighborhood watch program designed to cross geographic borders like streets, city limits and county lines to create a stronger and safer community. As of this writing more than 50 volunteer SAFE Watchers dedicate a portion of every day walking or driving defined routes getting to know their neighbors and acting directly to improve public safety within their community.

- **Graffiti Removal**, in which teams of volunteers document and report graffiti, work with community and business associations to remove it from private property and engage directly in the removal of graffiti from public property such as street signs, trash cans and bus shelters. Many SAFE Watch volunteers are also Graffiti Removal volunteers and both document and eliminate graffiti during the discharge of their SAFE Watch responsibilities.

- **Flyer Distribution**, which shares personal and public safety information with those members of the community who are not yet online. Flyer Distribution volunteers produce and distribute thousands of SAFE Tipsheets (published electronically on the SAFE website on a regular basis) as porch flyers, handed out by restaurants and local businesses and made available to congregations at churches and other houses of worship. Some SAFE Watch volunteers also aid in Flyer Distribution by delivering flyers directly to neighbors they meet on their routes.

- **Cookies For Cops and Food For Fire Fighters**, which helps citizens and public safety professionals feel more connected by organizing monthly appreciation events. Each month SAFE, in association with the East Atlanta Buzz (www.eavbuzz.net), enlists the help of local citizens to do something nice for our fire fighters and police – preparing baked goods, snacks or meals and writing or coloring thank-you cards (distributed to local eateries for children to color and collected weekly) that subsequently are delivered to our local precincts or stations by volunteer drivers.

- **Refuse To Be A Victim® Seminar Program**, which provides community organizations with instructors certified to teach this nationally-recognized crime prevention seminar for only the (nominal) cost of the required participant materials. Currently limited to two seminars per calendar month, this program is expected to expand significantly as additional volunteer instructors are certified.

For more information about SAFE, please visit www.safe-atlanta.org.
About the SAFE Refuse To Be A Victim® Seminar Program

One of SAFE’s founding members is a certified instructor for the nationally-recognized Refuse To Be A Victim® crime prevention seminar. He has volunteered to lead a limited number of Refuse To Be A Victim® seminars for only the cost of the mandatory participant materials (typically $5 per participant including shipping). As this seminar usually garners an instructor fee of $35 or more per participant, this represents a significant in-kind contribution to the strength and safety of the community.

In accordance with its primary mission of empowering individuals to contribute to their own safety and that of their communities, SAFE is pleased to offer community associations, neighborhood associations, houses of worship (of any denomination) and other civic and community organizations within SAFE’s operating area the opportunity to co-sponsor these useful and beneficial seminars for their members.

Under this program, SAFE’s Refuse To Be A Victim® volunteer instructor will lead seminars for no cost to the participants other than the actual cost of participant materials and shipping. SAFE also will include the seminar details (including the name of the co-sponsoring organization) on its calendar and in monthly SAFE meetings preceding the seminar.

Co-sponsoring organizations are responsible for identifying and registering participants, collecting payment for the participant materials and shipping, providing a venue for the seminar and promoting the seminar to its members (recognizing SAFE as a co-sponsor).
About Refuse To Be A Victim® Seminars

Refuse To Be A Victim® Seminar overview

Refuse To Be A Victim® seminars typically are 3-4 hours in duration, depending on the specific content to be covered. Shorter seminars can be organized by omitting content from the full 3-4 hour program.

Each Refuse To Be A Victim® seminar teaches methods to avoid dangerous situations and prevent criminal confrontations. Experts agree that the most important factor in surviving a criminal attack is to have an overall safety strategy before you need it. Seminar topics address personal safety issues as well as home, automobile, phone, technological, travel, and personal security. Seminar participants are presented with a variety of common-sense crime prevention and personal safety strategies and devices they may integrate into their daily lives.

History of the Refuse To Be A Victim® program

Refuse To Be A Victim® was developed in 1993 in response to nationwide requests for crime-prevention seminars. With over thirteen hundred instructors nationwide, seminars have been presented in 50 states, the District of Columbia, Puerto Rico, and Trinidad and Tobago. Tens of thousands of men and women have benefited from the program's life-saving message. Members of the law enforcement community and state governments nationwide have endorsed the program.

Refuse To Be A Victim® was developed as a program of the National Rifle Association to take advantage of their world-class training development methodology and instructor certification techniques. There is only minimal firearms-related content (one of 42 topics covered) in the seminar, and this has been removed entirely for delivery of this seminar under the SAFE Refuse To Be A Victim® Seminar program.

More information regarding the national Refuse To Be A Victim® program may be obtained from its website at http://www.nrahq.com/rtbav.

Topics Covered

The general topics covered in Refuse To Be A Victim® seminars include:

- Home Security
- Telephone & Internet Security
- Automobile Security
- Personal Safety
- Personal Protection Devices (non-lethal)
- Self-Defense Classes
The ultimate goal of this seminar is to enable participants to develop their 42-point personal safety plan and reduce their chances of being crime victims. It is not a hands-on self-defense class. Content regarding personal protection devices and self-defense classes is limited to discussing options and how to go about evaluating them.

**Participant Materials**

Each participant in a Refuse To Be A Victim® seminar will receive a participant materials packet which includes the following items:

- **Refuse To Be A Victim® Student Handbook**
- **Refuse To Be A Victim® Brochure**
- **Become A Refuse To Be A Victim® Instructor Brochure**
- **Refuse To Be A Victim® Seminar Completion Certificate**
- **Refuse To Be A Victim® Firearm Supplement Booklet**

If the co-sponsoring organization wishes to pay for them, additional items branded with the Refuse To Be A Victim® logo also may be ordered and distributed to the participants.

Additionally, if the co-sponsoring organization will duplicate them (or pay for some to duplicate them), SAFE’s entire library of non-commercial crime-prevention tipsheets can be made available for distribution to the seminar participants.

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1 This item may be removed from the participant materials at the request of the co-sponsoring organization. Please note removal of this item does not reduce the cost of the student materials or associated shipping.
Terms and Conditions of Participation in the SAFE Refuse To Be A Victim® Seminar Program

1. At SAFE’s volunteer instructor’s request, only community associations, neighborhood associations, houses of worship (of any faith) and other civic and community organizations within SAFE’s operating area (SAND and East Atlanta) that are registered as nonprofit organizations with the Georgia Secretary of State’s Office will be eligible to participate in the SAFE Refuse To Be A Victim® Seminar Program.

2. At the present time, SAFE can offer a maximum of two co-sponsored Refuse To Be A Victim® Seminars per calendar month due to the availability of only a single volunteer instructor. Seminars under the SAFE Refuse To Be A Victim® Seminar Program will be scheduled on a first-come-first-served basis. SAFE will seek to schedule upcoming seminars 2-3 months in advance to allow time for planning, participant registration and ordering participant materials.

3. SAFE does not require a deposit from organizations scheduling seminars under this program, however, any organization that (1) schedules a seminar and subsequently cancels it less than 30 days in advance or (2) fails to meet the minimum co-sponsorship requirements outlined later in this document will not be eligible to participate in the SAFE Refuse To Be A Victim® Seminar Program in the future.

4. All organizations wishing to participate in the SAFE Refuse To Be A Victim® Seminar Program will be asked to complete an organizational waiver indemnifying and holding harmless SAFE, the volunteer instructor and any other volunteers associated with delivery of the seminar at the time of scheduling. A sample of this waiver may be found in Appendix A. Refuse To Be A Victim® Seminars offered under this program cannot be scheduled until such time as a signed waiver is received.

5. SAFE and the volunteer instructor reserve the right to refuse to schedule or complete Refuse To Be A Victim® Seminars under this program for any reason at any time. Additionally, requesting to participate in the SAFE Refuse To Be A Victim® Seminar Program is no guarantee that your organization’s participation in the program will be approved.

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2 Business associations and for-profit companies interested in sponsoring Refuse To Be A Victim® Seminars for their members or employees may contract with the instructor directly to arrange for private, paid seminars.

3 If response to this program is sufficient, SAFE will investigate sponsoring a local instructor development seminar to certify additional instructors in exchange for a commitment of volunteer service.
6. Minimum seminar size is 24 participants. Maximum seminar size is limited only to the size of the available venue and availability of additional instructors willing to waive the instructor fee. To maximize utilization of the volunteer instructor, seminars for fewer than 24 people cannot be organized under the SAFE Refuse To Be A Victim® Seminar Program. Scheduled seminars that convene with fewer than 24 participants in attendance may be cancelled at the sole discretion of the volunteer instructor.

7. The seminars are designed for any individual of any adult age wishing to improve their ability to remain safe and avoid being a victim of crime. No person under the age of 18 may attend a seminar organized under the SAFE Refuse To Be A Victim® Seminar Program.

8. All seminars organized under the SAFE Refuse To Be A Victim® Seminar Program will be conducted in English, and all program materials will be written in English. It may be possible to organize seminars and prepare materials in languages other than English; however, this will require the use of additional instructors. Additional instructors may or may not be willing to waive the instructor fee, and so there may be significant additional costs associated with seminars conducted in languages other than English.

9. A standard curriculum and presentation materials supporting that curriculum will be used to facilitate delivery of the seminar. While co-sponsors may ask that the volunteer instructor emphasize or focus on certain parts of the curriculum to shorten the overall duration of the seminar, presentation materials cannot be modified. Electronic or paper copies of the presentation materials and instructor’s guide will not be provided to the participants or the co-sponsoring organization.

10. Each participant is required to have an original and unused participant materials packet. These packets cannot be shared between participants, photocopied or otherwise duplicated. As is the case with presentation materials and the instructor’s guide, participant materials cannot be modified or omitted, with the sole exception of the option removing the Refuse To Be A Victim® Firearm Supplement booklet from the participant materials packet at the discretion of the co-sponsoring organization.
11. Each participant in a seminar organized under the SAFE Refuse To Be A Victim® Seminar Program will be asked to complete a waiver indemnifying and holding harmless SAFE, the co-sponsoring organization, the volunteer instructor and any other volunteers associated with delivery of the seminar prior to the start of the seminar. A sample of this waiver may be found in Appendix B. Participants will not be permitted to attend the seminar until such time as a signed waiver is received.

12. Participant materials for the seminars are restricted items and can be ordered only by individuals certified to teach the course. For seminars organized under the SAFE Refuse To Be A Victim® Seminar Program, SAFE’s volunteer instructor will order the participant materials (and any optional items selected by the co-sponsoring organization) at the time the seminar is scheduled and pay for them with personal funds with the understanding that the actual cost of materials and shipping will be reimbursed by the co-sponsoring organization. Such reimbursement will be made in the form of cash or check and must be made prior to delivery of the seminar. Any unused participant materials (whether due to participants failing to attend or cancellation of the seminar itself) will become the property of the volunteer instructor with no refund for their cost or shipping given.
Refuse To Be A Victim® Seminar Co-Sponsorship Requirements and Options

Sponsorship of a Refuse To Be A Victim® seminar represents an investment of time and effort for SAFE, the volunteer instructor and the co-sponsoring organization. This section outlines the minimum obligations of a co-sponsoring organization and additional co-sponsorship options.

Minimum Co-Sponsorship Requirements

Co-Sponsoring organizations are responsible at a minimum for:

- Providing a signed organizational waiver to SAFE
- Providing an appropriate venue at which the seminar will take place including providing tables and chairs for all participants with access to restrooms and drinking water (see Appendix C for a description of all venue requirements)
- Mentioning SAFE as a co-sponsor of the seminar in any print or electronic materials used to advertise or document the seminar, and allowing SAFE to mention them in the same fashion
- Registering participants and collecting seminar participant materials fees from registered participants (if applicable)
- Collecting signed participant waivers from all participants and providing them to the volunteer instructor prior to commencement of the seminar
- Reimbursing the volunteer instructor for participant materials and the cost of shipping
- Providing a speaker to open the seminar (briefly) and introduce the volunteer instructor or SAFE representative

Additional Co-Sponsorship Options

Co-Sponsoring organizations are encouraged (but not required) to undertake certain additional efforts that can make the seminar a more rewarding and enjoyable experience for the participants. Such optional efforts include:

- Providing soft drinks, bottled water, snacks, and/or a meal for the enjoyment of the participants before, during or after the seminar
- Paying for seminar participant materials (thereby making the seminar completely free to the participants)
- Paying for affinity items (lapel pins, tote bags and/or key chains) branded with the Refuse To Be A Victim® logo for the participants (see Appendix D for a catalog)
- Providing participants with paper and pens/pencils to use for taking notes during the seminar
Obtaining and paying for participant materials

As mentioned previously, each participant in Refuse To Be A Victim® seminar must be provided with a participant materials packet containing a handbook and other reference materials to be used during and after the seminar. These packets are not available for sale to the general public and may be purchased only by individuals certified to lead the seminar. As such, participant materials packets for seminars organized under the SAFE Refuse To Be A Victim® Seminar Program must be purchased by SAFE’s volunteer instructor.

Participant materials packets must be ordered a minimum of 3-4 weeks in advance of the seminar to allow time for delivery and correcting any errors with the order. Participant materials must be paid for at time of ordering. Upon scheduling a co-sponsored seminar, SAFE’s volunteer instructor will order participant materials and any optional items requested by the co-sponsoring organization for the number of participants agreed with the co-sponsor. SAFE’s volunteer instructor will pay for these materials and the associated shipping at time of ordering from personal funds with the understanding that reimbursement will be made by the co-sponsoring organization upon presentation of a receipt and in advance of the seminar taking place.

Register to Co-Sponsor a Seminar Under the SAFE Refuse To Be A Victim® Seminar Program

To register to co-sponsor a seminar under the SAFE Refuse To Be A Victim® Seminar Program, please complete the Co-Sponsorship Application in Appendix E or call or e-mail our volunteer instructor, Matthew Podowitz:

Telephone: (678) 360-3919
E-mail: safe.rtbav@gmail.com

Thank you for considering co-sponsorship of a seminar under the SAFE Refuse To Be A Victim® Seminar Program!
Appendix A – Organizational Waiver

SAFE REFUSE TO BE A VICTIM SEMINAR® PROGRAM CO-SPONSOR HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

[COSPONSORING ORGANIZATION] (hereinafter “Co-Sponsor”) agrees to defend, indemnify, and hold harmless any and all course instructors (hereinafter referred to as “Instructor”), SAFE and its officers, employees, volunteers, agents and representatives from and against all claims, lawsuits, liabilities or damages arising out of or in connection with, or relating in any manner to any act or omission of Co-Sponsor, its agents, employees, and subcontractors of any tier and employees thereof in connection with the delivery of a Refuse To Be A Victim® seminar.

Co-Sponsor shall indemnify the Instructor and SAFE and do whatever is necessary to protect the Instructor and SAFE and its officers, employees, volunteers, agents and representatives as to any such claims, lawsuits, liabilities, expenses, or damages from participants in the seminar or any other party.

__________________________________
Signature of Authorized Representative
For [Co-Sponsor]

__________________________________
Print Name and Title

__________________________________
Date
Appendix B – Participant Waiver

REFUSE TO BE A VICTIM SEMINAR® PARTICIPANT RELEASE, WAIVER, INDEMNIFICATION, HOLD HARMLESS, AND ASSUMPTION OF RISK AGREEMENT

WHEREAS, in consideration of being permitted to attend a course for instruction in personal safety techniques, for use of premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Undersigned agrees to the following:

1. Undersigned agrees to indemnify, hold harmless and defend any and all course instructors (hereinafter referred to as “Instructor”), [COSPONSORING ORGANIZATION] and SAFE (hereinafter “Sponsors”) from all fault, liability, costs, expenses, claims, demands or lawsuits arising out of, related to or connected with, Undersigned’s presence at and/or participation in the course of instruction, Undersigned’s presence on or use of the buildings, land and premises (“Premises”), and, any and all acts or omissions of Undersigned.

2. Undersigned furthermore waives for himself and for his executors, personal representatives, administrators, assignees, heirs and next of kin, all rights and claims for damages, losses, demands and any other actions or claims whatsoever, which he may have or which may arise against Instructor or Sponsors (including but not limited to the death of Undersigned and/or any and all injuries, damages or illness suffered by Undersigned or Undersigned’s property), which may, in any way whatsoever, arise out of, be related to or connected with: the course of instruction, the Premises, including any latent defect in the Premises, Undersigned’s presence on or use of said Premises, and the Undersigned’s property (whether or not entrusted to Instructor). Instructor and Sponsors shall not be liable for, and Undersigned, on behalf of himself and on behalf of his executors, personal representatives, administrators, assignees, heirs and next of kin, hereby expressly releases the Instructor from any and all such claims and liabilities.

3. Undersigned hereby expressly assumes the risk of taking part in the course for instruction in personal safety techniques and taking part in the activities on the Premises.

4. Undersigned hereby acknowledges and agrees that Undersigned has read this instrument and understands its terms and is executing this instrument voluntarily. Undersigned furthermore hereby acknowledges and agrees that he will abide by all rules and procedures and any other rules and procedures stated by the Instructor.

5. Undersigned expressly agrees that this instrument is intended to be as broad and inclusive as permitted by law, and that if any provision of this instrument is held invalid or otherwise unenforceable, the enforceability of the remaining provisions shall not be impaired thereby. No remedy conferred by any of the specific provisions of this instrument is intended to be exclusive of any other remedy, and each and every remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. The election of any one or more remedies hereunder by the Instructor or Sponsors shall not constitute any waiver of Instructor’s or Sponsors’ right to pursue other available remedies. This instrument binds Undersigned and his executors, personal representatives, administrators, assignees, heirs and next of kin.

UNDERSIGNED:

_________________________________    ______________ __
Signature        Date

_________________________________
Print Name
Appendix C – Venue Requirements

The following are the minimum venue requirements for delivery of a Refuse To Be A Victim® Seminar:

- A single room large enough to accommodate all necessary seating and equipment
- Chairs for each participant and the instructor(s)
- A podium or small table for the instructors’ notes and materials
- Two or three tables for display items and other information
- Flip chart and stand
- Sufficient space to set up an LCD projector and screen (if the room is not already so equipped)
- Access to restroom facilities appropriate to the number of participants
- Access to fresh drinking water

Seating may be configured in theater-style or arranged around tables (one table per 4-6 participants). Please keep in mind that all participants should be able to see the instructor and projected information without having to turn their seats around.

When selecting a venue, please also consider logistics such as access to parking and/or public transportation depending on the needs of your participating members.

As mentioned previously, co-sponsors are not required to provide snacks or a beverage service, but this will enhance the enjoyment of the seminar participants.
Appendix D – Refuse To Be A Victim® Affinity Items Catalog

Please note that prices listed exclude cost of shipping. The volunteer instructor will provide estimated shipping costs at the time the order for participant materials and any requested affinity items is placed.

Refuse To Be A Victim® Gold-Tone Lapel Pin ($2.50 each plus shipping)

Refuse To Be A Victim® Canvas Tote Bag ($8.50 each plus shipping)

Refuse To Be A Victim® Gold-Tone Detachable Keychain ($5.80 each plus shipping)
Appendix E – Co-Sponsorship Application Form

S.A.F.E. Refuse To Be A Victim® Seminar Program Co-Sponsorship Application

Thank you for your interest in co-sponsoring a Refuse To Be A Victim® Crime-Prevention Seminar with S.A.F.E. Once you have had an opportunity to review the Co-Sponsorship Guide, please provide the following information and email to safe.rtbav@gmail.com or fax to (404) 254-4593. Our Refuse To Be A Victim® Seminar Program coordinator will contact you shortly to discuss the details and get your seminar scheduled.

Co-Sponsoring Organization Information

<table>
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<tr>
<th>Organization Name</th>
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<tbody>
<tr>
<td>Contact Person</td>
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<tr>
<td>Contact Phone Number</td>
<td></td>
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<tr>
<td>Contact Email Address</td>
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<tr>
<td>Preferred Method of Contact (check all that apply)</td>
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<tr>
<td>Email</td>
<td>☐</td>
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<tr>
<td>Phone 9am-12pm</td>
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<tr>
<td>Phone 12-5pm</td>
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</tr>
<tr>
<td>Phone 5-7pm</td>
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</tbody>
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Seminar Information

| Expected Number of Participants (must be between 16 and 32) |  |
| Earliest Desired Seminar Date (must be at least six weeks from today) |  |
| Seminar Day (choose all that are acceptable) |  |
| ☐ Sunday | ☐ Monday | ☐ Tuesday | ☐ Wednesday |
| ☐ Thursday | ☐ Friday | ☐ Saturday |  |
| Seminar Start Time (choose all that are acceptable) |  |
| ☐ Breakfast (6-9am) | ☐ Morning (9-11am) |
| ☐ Lunch (11am-1pm) | ☐ Afternoon (1-5pm) |
| ☐ Dinner (5-7pm) | ☐ Evening (7pm) |
| Target Seminar Duration |  |
| ☐ 3 hours | ☐ 4 hours |
| Optional firearms content |  |
| ☐ Include | ☐ Exclude |
| Optional module 1: In The Workplace |  |
| ☐ Include | ☐ Exclude |
| Optional module 2: Parents And Children |  |
| ☐ Include | ☐ Exclude |
| Optional module 3: Elderly and Disabled |  |
| ☐ Include | ☐ Exclude |
Co-Sponsor Obligations

Can your organization:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Provide the required liability waiver to SAFE?</td>
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<td></td>
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<tr>
<td>Provide a venue and setup sufficient to comfortably accommodate the instructor’s requirements and the expected number of participants?</td>
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<tr>
<td>Market the seminar to the organization’s members/constituents/congregants via internal and external means?</td>
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<tr>
<td>Handle registration of the participants and collection of the participant materials fees?</td>
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<tr>
<td>Collect signed liability waivers from registered participants?</td>
<td></td>
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<tr>
<td>Reimburse the instructor for the cost of participant materials plus shipping?</td>
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<tr>
<td>Provide a speaker to open the seminar (briefly) and introduce SAFE and the instructor?</td>
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Co-Sponsorship Options

Would your organization like to:

<table>
<thead>
<tr>
<th>Option</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide soft drinks, bottled water, snacks, and/or a meal for the instructor and participants?</td>
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<td></td>
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<tr>
<td>Pay for seminar participant materials (thereby making the seminar completely free to the participants)?</td>
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<tr>
<td>Pay for affinity items (lapel pins, tote bags and/or key chains) branded with the Refuse To Be A Victim® logo for the participants?</td>
<td></td>
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<tr>
<td>Provide participants with paper and pens/pencils to use for taking notes during the seminar?</td>
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</tbody>
</table>

I affirm that I am authorized to complete this application on behalf of the organization identified above and that the information provided is accurate to the best of my knowledge. I acknowledge that completion of this application neither guarantees that SAFE will agree to co-sponsor a seminar with the above organization nor obligates the above organization to co-sponsorship.

Contact Signature

Contact Printed Name

Date