



# NATIONAL RIFLE ASSOCIATION

## Law Enforcement Division

### HOST REQUEST FORM



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SCHOOL DISCIPLINE REQUESTED	OPEN / CLOSED	DATES REQUESTED
	<input type="checkbox"/> / <input type="checkbox"/>	
	<input type="checkbox"/> / <input type="checkbox"/>	
	<input type="checkbox"/> / <input type="checkbox"/>	
	<input type="checkbox"/> / <input type="checkbox"/>	

HOST AGENCY NAME: \_\_\_\_\_

HOST AGENCY ADDRESS: \_\_\_\_\_

HOST COORDINATOR'S NAME: \_\_\_\_\_  
(Please include rank and/or title)

WORK PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

EMAIL: \_\_\_\_\_ CELL #: \_\_\_\_\_  
(Required) (Required)

**SHIPPING ADDRESS FOR SCHOOL MATERIALS** (cannot be a P.O. Box): \_\_\_\_\_

You may charge a nominal "range fee", (\$25 - \$100), to cover cardboard, staples, coffee, donuts, and other out-of-pocket expenses. This fee will **NOT** be collected by the NRA, but be paid directly to you by the students on site.

**RANGE FEE:** \$ \_\_\_\_\_ **CHECK** **MADE** **PAYABLE**  
**TO:** \_\_\_\_\_

**TO COVER:** \_\_\_\_\_

**SPECIAL INSTRUCTOR REQUESTS:** \_\_\_\_\_

*Note:* A Reasonable attempt is made on our end to accommodate special instructor requests for our hosts. Many reasons for not being able to fulfill a special request exist to include instructor availability, instructor qualifications and fiscal responsibility. Please keep in the mind; the final decision ultimately is ours.

**SCHOOL RESTRICTIONS, IF ANY:** \_\_\_\_\_

*By affixing my signature, I am certifying I have read the current NRA Host Guide, I fully understand the requirements for hosting NRA training, and I can and will comply with all requirements & responsibilities.*

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
**Print Name** **Signature** **Date**

<b>FOR NRA OFFICE USE ONLY</b>			
Date request received:	By:	Attendance capped at:	By:
Date school Scheduled:	By:		

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#### CLASSROOM INFORMATION

##### CLASSROOM

##### ADDRESS: \_\_\_\_\_

*(Please provide complete mailing address as this will be where students are told to report on the first day of class)*

Is the classroom able to be secured during and after class each day? **YES / NO**

Is the classroom climate controlled, (air conditioned and/or heated)? **YES / NO**

If not, please explain: \_\_\_\_\_

Is the classroom reserved exclusively for NRA for during this week? **YES / NO**

Is the classroom available for setup the weekend prior to the school: **YES / NO**

Classroom seating max #: \_\_\_\_\_ # of Desks: \_\_\_\_\_ # of Tables: \_\_\_\_\_

Is the classroom capable of having a separate instructor table at the back of the class? **YES / NO**

Is there a chalkboard or dry erase board and markers available? **YES / NO**

#### PRESENTATION EQUIPMENT INFORMATION

PowerPoint presentations are used extensively for the classroom portion of the NRA Law Enforcement Firearm Instructor programs. A laptop or desktop computer capable of running version 2003 Microsoft PowerPoint presentations and a digital or LCD multimedia projector is required in the classroom. If you are using an older version of PowerPoint, a free PowerPoint Viewer utility is available for download from the Microsoft website and should be installed on your PC prior to the first day of class.

Is there a laptop and/or desktop computer available in the classroom? **YES / NO**

Is there a "**Portable**" digital or LCD multimedia projector available in the classroom? **YES / NO**

Are there Extra Bulbs? **YES / NO** Is there a Projection Screen? **YES / NO**

Are Flashdrives permitted to be used in your classroom computer equipment? **YES / NO**

Are CD-Rom/DVD's permitted to be used in your classroom computer equipment? **YES / NO**

Is there anything else you feel we should know about your classroom facilities? \_\_\_\_\_

**WE DO NOT HAVE THE NECESSARY COMPUTER AND/OR PROJECTOR. REQUEST THE NRA SUPPLY:**

Laptop Computer:

Portable Multimedia Projector:

**BOTH:**

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### **RANGE INFORMATION & DESCRIPTION**

Please complete a separate page 3, (*Range Information & Description*) for each range expected to be used for the school(s) you are hosting.

#### RANGE

#### LOCATION: \_\_\_\_\_

(Please provide full street address or GPS coordinates)

Distance from Classroom to Range: \_\_\_\_\_ Indoor?  Outdoor?

Is the range reserved exclusively for the NRA during the school week (Required)? **YES / NO**

Range composition? Gravel / Asphalt / Grass / Concrete / Other: \_\_\_\_\_

Length, (meters/yards)? 25 50 100 200 Other: \_\_\_\_\_

Width, (meters/yards)? \_\_\_\_\_ Total # of firing positions? \_\_\_\_\_

Please provide a brief description of your target system, trap and backstop: \_\_\_\_\_

Are there additional portable target frames/stands available? **YES / NO**

If so, please provide a brief description: \_\_\_\_\_

Does the range have a first aid/medical kit on site (Required)? **YES / NO**

Are there bathroom facilities present on the range (Required)? **YES / NO**

Will there be hydration and shade accommodations on the range (Required)? **YES / NO**

Is the range available for inspection during the weekend prior to the School? **YES / NO**

Number of Staple Guns? \_\_\_\_\_ Extra Staples? **YES / NO**

Type of barricade/simulated cover available on range, (Required): \_\_\_\_\_

How late is firing permitted on your range? \_\_\_\_\_

Is there a wireless P.A. system available? **YES / NO**

Are there ANY range restrictions or anything else you think we should know? \_\_\_\_\_

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### HOST REQUEST FORM

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### **SUGGESTED HOTELS**

Please provide the name, address and phone number of 3 local hotels you could recommend as being clean, safe and convenient to your classroom and range:

**HOTEL NAME:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

**HOTEL NAME:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

**HOTEL NAME:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

### **DIRECTIONS & MAPS**

Please provide a map with this packet that contains all of the following information on it:

- |  |  |
|--|--|
| <ol style="list-style-type: none"><li>1. Local major highways</li><li>2. The hotel locations</li><li>3. Classroom location</li></ol> | <ol style="list-style-type: none"><li>4. Range location</li><li>5. Other important details, (airport or other landmarks)</li></ol> |
|--|--|

This map will become part of the “*Student Information Packet*” and included with the registration confirmation sent to each student. Please provide a clear color printed map with the above information clearly notated on it from one of the internet mapping services, (such as Google Maps, MapQuest, Yahoo or Bing Maps). Please do not photocopy street or other printed maps as they typically do not reproduce or fax clearly.

Completed “*Host Request Forms*” can be emailed, faxed or mailed and should be forwarded to the attention of the Law Enforcement Training Manager at:

**NRA – Law Enforcement Division**

11250 Waples Mill Road

Fairfax, Virginia 22030

703-267-3834 (Fax)

LE@nrahq.org