



AZ CSTAG Host Agreement/Instructions

Comprehensive School Threat Assessment Guidelines

To secure training:

1. **Ensure readiness** by completing the CSTAG Readiness Assessment before proceeding to step two.
 2. **Select a trainer** within your region from the AZ CSTAG Training Cadre tab on the website. Because two trainers are recommended, the selected trainer may assist in coordinating a second trainer. Note: Some trainers may require payment depending on their supporting organization.
 3. **Schedule a training date** with your trainer(s) and negotiate trainer compensation, if applicable. If compensation is requested, a district PO is requisite to proceed.
 4. **Reserve a training room** (see accompanying [Workshop Logistics link](#))
 5. **Order manuals** for the desired quantity (Note: A districts may want a manual for each attendee while other districts may order a manual or two per team). See *Workshop Logistics* for order information.
 6. **Print training materials** for each attendee (include a 2-pocket folder if desired). Ask your trainer for a master copy or electronic file.
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- The hosting LEA has confirmed readiness using the [CSTAG Readiness Assessment](#).
 - The hosting LEA agrees to secure CSTAG training by completing all the above steps with integrity.
 - The hosting LEA agrees to honor the scheduled date and not place burden on the trainer by requesting to reschedule.
 - The hosting LEA agrees to provide an appropriate training room and trainer accommodations as outlined in the *Workshop Logistics* document.

Name of LEA: _____

Printed Name and Title of Hosting LEA Representative

Signature of Hosting LEA Representative

Please return to the selected trainer(s).