



## YTC Armed Forces Community Service Class Request Form

Requestor's/ POC Name:	
Rank:	Unit/Organization:
Phone:	Email:
Alternate POC:	Alternate POC Phone/ email:
Title/ Type of Class:	
<b>MFLC Class(s):</b> Stress Management: <b>*see note below</b>	
Expected Number of Attendees:	
Desired Class Location:	
Date/ Time of Class:	
What equipment is needed: Will computer and projector equipment be provided? Yes    No	

### Checklist: Instructor use only

Instructor's Name:	Phone:
Sign-In Sheet?	
Class Evaluation?	
Room Reservation Completed?	
Unit Service Coordinator (Copy)?	
AV Equipment Verified?	
Handouts/Service Materials?	

\*Please e-mail/ drop off the completed form to: [mark.i.hagelin.civ@mail.mil](mailto:mark.i.hagelin.civ@mail.mil) or Bldg. 271, S. entrance -will then be forwarded to the appropriate AFCS Program Manager for action. *Questions: please call: 509-577-3114.*

**NOTE:** For MFLC hosted classes, please indicate which class your Unit desires, # of attendees, and Time/ Date/ Location desired. If submit to YTC AFCS, I will forward to the MFLC for action. You may also deliver to the MFLC directly in Bldg. 221.