



L Education Program Organizer Application Timeline/Checklist

Prior to submitting 'L' Education Program application to USDF:

- Read the USDF L Program Organizer Guidelines.
- Is there enough interest in the area to sustain an 'L' Program?
- Are you interested in hosting only Part 1? only Part 2? or both Part 1 & 2?
- Consult your GMO, Region, or USDF-approved organization to work on setting- up program.
- Work on getting dates, sites, instructors, and signatures for the program.
- A completed application with dates, locations, instructors, and budget, is required to approve an L Education program.
- Six months from the proposed start of 'L' Education Program, submit complete host application to USDF:
 - Check that all necessary signatures, information, dates, budget and fees are included in application.
 - Notify and work with your insurance carrier regarding obtaining Proof of Insurance, \$1,000,000 minimum with USDF listed as additional insured. There may be a nominal fee involved. Each Session will need a separate insurance certificate and that will need to be incorporated into your budget.
 - Establish a Refund Policy and clearly publicize it to potential candidates.

Reminders:

- Host Applications can be submitted no later than 3 months to proposed start of program.
- Application Fee structure; Part 1 = \$100, Part 2 = \$50.
- The Host Application fee is non-refundable.
- Verbal commitment from the instructor is necessary before submitting the host application.
- DO NOT advertise or send out instructor contracts until the program is approved.
- It can take up to two weeks for approval of L Program.
- Part 1-At least four weeks prior to the A Session, submit participant applications to the USDF office for approval.
- Part 2- At least six weeks prior to D1, submit candidate applications to the USDF office for approval.
- Participant applications can be scanned and emailed or sent by mail.