



Bat World Sanctuary

Program Proposal for
[Sample] Animal Control Officers

Bat World Sanctuary will present a class on _____ for _____.
The program details are as follows:

1. Prior to scheduling workshops, the host agency must provide contact information for the State entity responsible for approving CE hours for Animal Control officers. Bat World will work with the agency to obtain the necessary approval to grant CE hours for each workshop selected
2. Advance registration is required for the workshop. Once schedules and CE approval are confirmed, students may register at <https://batworld.org/national-workshops-for-animal-control-continuing-education/>. The registration deadline will be 10 days prior to the scheduled workshop, to allow Bat World sufficient time to prepare the correct quantity of training materials.
 - a. The total per-participant fee is \$99 per course, with a minimum of 15 participants
 - b. If the minimum is not reached, and the workshop is cancelled, the course fees will be refunded
3. Bat World offers several courses that are appropriate for Animal Control officer CE hours. Agencies may wish to schedule multiple courses to run consecutively.
4. Course options include:
 - a. Bat Basics for Animal Care and Control (4 hours)
 - b. Developing an Effective Wildlife Management SOP For Your Agency (4 hours)
 - c. To the Bat Phone!/That's Not a Puppy! (4 hours)
 - d. Introduction to General Wildlife Rehabilitation (4 hours)
 - e. Introduction to Bat Rehabilitation (4 hours)
 - f. Cross-species Transmission of Infectious Diseases/White Nose Syndrome (4 hours)
 - g. Additional courses may be developed on request; contact bwmidcities@batworld.org to discuss and obtain a quote
5. Because of the logistics of transporting live animals across state lines, we will not be bringing live animals for these classes.
6. Student handouts will be shipped to the host in advance. Participant guides and other materials will be sent via email or made available for secure download.
7. The host/participants will cover all travel expenses for the instructor (included in the workshop fee). Any expense for the meeting room is the responsibility of the host.
8. The host will receive all advance shipments and will ensure that all materials are delivered to the workshop site, directly to the instructor, upon their arrival.

Estimated Costs

1. Instructor travel expense (coach/economy airfare, round trip, DFW to class location, hotel, rental car) \$800
2. Meeting room expense – TBD, depends on date and location (host is responsible for this expense; not included in instructor travel or materials shipping expense)
3. Class material shipping -- \$30 (all materials will be shipped USPS flat rate Priority Mail with insurance)

Participant costs

1. Class fee of \$99 per person, covers one four-hour session (includes instructor travel and shipping expense)
2. Individual travel expense to class location
3. Other costs as identified by the host