

# CG SUPRT Personal Financial Wellness Education

## On-site Class Request Form

TODAY'S DATE			
REQUESTED BY		TITLE / RANK	
PHONE		EMAIL	

### SITE CONTACT INFORMATION

UNIT NAME		DISTRICT #	
SITE ADDRESS		ROOM	
SITE CONTACT		ALTERNATE CONTACT	
PHONE		ALTERNATE PHONE	
EMAIL		ALTERNATE EMAIL	

### REQUESTED CLASS INFORMATION

REQUESTED CLASS			
REQUESTED DATE		ALTERNATE REQUESTED DATE	
REQUESTED TIME		ALTERNATE REQUESTED TIME	
DRESS CODE		ESTIMATED ATTENDANCE	
COMMENTS:			

### IMPORTANT INFORMATION

- CG SUPRT requires a minimum of 5-6 weeks lead-time to set-up the class.
- Refer to *Personal Financial Wellness – On-Site Classes Resources List* for more information.
- Command Personnel: Email *Class Request Form* to your Personal Financial Manager (PFM) for processing.
- PFM: Email *Class Request Form* to the Family Services Division at **HQS-SMB-FamilySupportServices@uscg.mil** for processing.
- After three (3) business days, if you have not received a confirmation reply regarding the class:
  - Command Personnel: Follow up with your PFM
  - PFM: Follow up with the Family Services Division at **HQS-SMB-FamilySupportServices@uscg.mil**
- Our cancellation/change policy requires you to notify CG SUPRT at least five (5) business days, Monday-Friday, prior to the class. Cancellation or changes in schedule with less notice may affect ability to reschedule.