



CDM+ - Suran Systems, Inc.

PO Box 603

Versailles, KY 40383-0603

800-633-9581

Email: training@cdmplus.com

On-Site Software Training with CDM+

Thank you for your inquiry about CDM+ On-Site Training. An On-Site Training Event provides personalized training for your staff, focusing on your ministry goals and vision. Benefits include:

- group or individual training—or a combination of both—for your staff.
- program settings made on your church's data result in a jump start on staff productivity.
- hands-on training that seeks data management solutions for all your ministries.
- less down time. You and your staff stay at home; the trainer comes to you!

Churches that have held on-site training events frequently mention an immediate impact on effectiveness and confidence as the greatest benefit.

To assist in our mutual planning of your training event, please complete the next two pages of this document. Fill in all the applicable fields, including at least two potential training dates, and e-mail (training@cdmplus.com) the form to us at your earliest convenience. This process provides our training team the flexibility to schedule a top-quality training event for your church while maximizing our team resources and containing your cost. After you return the completed form to us, a member of the CDM+ training team will contact you to schedule your on-site training.

We look forward to confirming training dates for your church. Your additional questions or requests for more information are always welcomed via phone or e-mail.

CDM+ Training Team

Tom Pelphrey
Director of Training



CDM+ - Suran Systems, Inc.
 PO Box 603
 Versailles, KY 40383-0603
 800-633-9581
 Email: training@cdmplus.com

On-Site Training Pre-Visit Evaluation

Church/Organization: _____

Address: _____

Phone: _____

City/State/Zip: _____

Email: _____

Contact: _____

Requested dates of on-site training (list your top 3 choices):

1. _____

2. _____

3. _____

Would you consider allowing us to combine your training day(s) with another church in your area?

- Yes No Please contact us about this possibility

We want to make your on-site training as valuable as possible to your staff. Your answers to the questions below will help us evaluate how best to plan.

1. How many people will be involved in training?
2. How many days of training would you like to include?
3. Are those to be trained staff, volunteer, or both?
4. What parts of the program do you wish to cover, (include the % of time you wish to devote to each)?

Module	Time		Give specifics where applicable
Membership		%	
Attendance		%	
Contributions		%	
Accounting		%	
Payroll		%	
Event Registration		%	
Roommate		%	

5. Is your primary interest in the **function** of CDM+ or in **consulting** on how best to apply church management software in your context?
6. Do you use CDM+ across a network? _____ How many computers?
7. Do you need help or training on CDM+ networking capability?
8. How critical is your need for training? Within

Immediately 30 days 90 days 6 months



CDM+ - Suran Systems, Inc.

PO Box 603
Versailles, KY 40383-0603

800-633-9581

Email: training@cdmplus.com

On-Site Training Cost Calculator

This Calculator is designed to help you **estimate** the cost you can expect for personalized on-site software training by a CDM+ qualified trainer.

ITEM	CHARGE	EXPLANATION	COST
Per day	\$ 500	Add \$100 for Saturday (includes 2 hours of travel time*)	
Per hour	\$ 85	If less than 8 hours	
Additional Travel	\$ 250	Travel time above two hours. One time charge per training event *	
Airfare (if necessary)		Suran will work to secure the most inexpensive flight out of Lexington or Louisville, KY, or point of origin.	estimated
Travel: car rental, insurance, airport parking	_____ days	When flying, you may choose to shuttle your trainer if it is convenient for both you and the trainer.	estimated
Gas/mileage (if applicable)	_____ mi.	\$.42/mile; actual rental car gas cost will be receipted.	estimated
Hotel		We prefer a hotel/motel with indoor hallways for staff safety when possible.	estimated
Meals		Actual cost of three meals per day or a per diem charge of \$35. If desired, you may provide meals.	
Total Estimated Costs			

*One day of training includes eight hours of training time and two hours (one-way) travel time and generally begins when your trainer leaves the office or hotel. Travel time above the two hours will be invoiced as an additional 1/2 day charge (\$250.00).

It is preferred the eight hours training fall between 8 a.m. and 6 p.m. Arrangements can be made ahead of time to accommodate your staff schedule and Suran staff travel when possible.

Typed name or signature indicates acceptance of cost above:

Date: