

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.