

## Sample Letter

### Acceptance Letter to DSAT Train-the-Trainer Participants

We are pleased that you will be attending the upcoming DSAT Train the Trainer workshop in \_\_\_\_\_ (name of place or city). As you are aware, as part of your commitment to the workshop, you are expected to complete a number of “homework” activities prior to the workshop.

#### ***Required Homework*** (to be completed prior to the workshop)

- Read the Trainer’s Manual provided
- View the ADA video
- Investigate and compile a list of Local Resources to share with the group
- Read and understand DSAT trainer expectations
- Execute the Letter of Agreement or Understanding
- Arrange for any CEUs (let us know and we can help provide)
- Make an VP appointment with the Master Trainer for any additional information or clarification

The workshop will be conducted in ASL. Interpreters will not be provided. If you need a reasonable accommodation, please do let us know.

#### ***Time and Location of Training***

Please add

#### ***Lunch***

Will or will not be provided.

#### ***RSVP***

Provide date and process for confirming RSVP