

# American Red Cross of Northern New Jersey

**209 Fairfield Road  
Fairfield, NJ 07004  
Phone (973)797-3300  
Fax (973)276-7949**

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## COURSE ANNOUNCEMENT FORM

This form **MUST** be submitted (mailed or faxed (973) 276-7949 or e-mailed to the Educational Services Department **at least two weeks prior to first class date**, regardless of whether class has open or closed enrollment. Course announcements CAN be taken over the phone. By Mark at 973-797-3332

If you need chapter equipment, you **MUST** notify the office **a minimum of two weeks in advance**. Equipment is reserved and rented on a first come, first served basis. Please submit requests as soon as possible.

Course Name: \_\_\_\_\_ Open \_\_\_\_\_ Closed \_\_\_\_\_  
AP Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Location of Course: \_\_\_\_\_ Phone: \_\_\_\_\_  
Course Date(s): \_\_\_\_\_ Time: \_\_\_\_\_  
Instructor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Co-Instructor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Equipment Arrangements: Quantity of each item and date to pick up.  
(Manikins, Books, Videos, First Aid Supplies, etc.) Processed \_\_\_\_\_ Number of Students \_\_\_\_\_

Equipment/Book Name	Quantity Needed	Pick-up Date (After 12PM)	Return Date (Before 12PM)

For Office use only: \_\_\_\_\_ Date: \_\_\_\_\_