



A program of Lions  
Clubs International  
Foundation

# Lions Quest

## *Staff Development In-Service*

Today's children are the leaders and citizens of tomorrow. All of us who care about children must help them become the best they can be. Lions Quest efforts are comprehensive youth development programs that bring together parents, educators, and community leaders to teach children important life skills within a caring and consistent environment. The programs help children develop the skills that lead to self-discipline, responsibility, good judgment, and the ability to get along with others. By participating in this session, teachers will be able to help students learn important leadership skills.

- **Teens – Alcohol and Other Drugs (TAOD)**-(grades 9-12)
- **Supporting & Strengthening (S&S)**- (grades K-8)
- **Supporting & Strengthening (S&S)**- (grades 9-12)
- **Re-Quest**- (Lions Quest Skills for Growing, Skills for Adolescence, or Skills for Action refresher)



**See inside for the easy steps to sponsoring  
a Lions Quest workshop in your school  
or community!**

Lions Quest  
P O Box 304  
Annapolis Junction, MD 20701  
USA  
Phone: 800-446-2700  
Fax: 240-646-7023  
Internet: [www.lions-quest.org](http://www.lions-quest.org)



**Lions Clubs International Foundation**

# Lions Quest

## *Staff Development In-Service*

### **Overview of the Agreement for a Workshop**

1. The maximum number of participants that may be registered in a Staff Development workshop is 50.
2. The base price includes:
  - a. Tuition for 50 participants
  - b. Trainer fee
  - c. Trainer airfare to closest major airport
  - d. Workshop materials for 50 participants
  - e. Shipping and handling of all workshop materials
3. A Purchase Order from a school or educational facility or a Letter of Intent from a Lions club must be sent in with the workshop contract.
4. Sponsor is responsible for:
  - a. Trainer's on-site expenses (ground transport, meals, and lodging)
  - b. Facility/meeting room and audio visual materials
  - c. Continental breakfast and lunch for one day for workshop participants
  - d. Recruitment and registration of participants
5. There will be a \$500 cancellation fee if the workshop is cancelled after the contract has been received.
6. A prospective participant list must be faxed to Lions Quest three weeks ahead of the workshop.

# Steps to a Successful Sponsored Workshop

*This booklet outlines the process for organizing a Lions Quest Workshop at your selected location. If you have additional questions as you review this information and make your plans, please call at 800-446-2700.*

## Sponsor Responsibilities

**1** Select several tentative workshop dates and call Lions Quest to determine the availability of trainers. Complete and send the Sponsored Workshop Agreement Form on pages 6-8 along with a purchase order (school) or a Letter of Intent (Lions). This agreement should be sent in 6-8 weeks before the workshop. We will guarantee the workshop dates on a first-come, first-served basis and confirm by letter the approved workshop dates approximately two weeks after receipt of the Workshop Agreement Form. If the requested dates are not available, Lions Quest will notify you and explore other dates. There is a \$500 cancellation fee if the workshop is cancelled.

**2** Secure a workshop site according to the workshop facility requirements outlined. The sponsor is responsible for payment of all facility-related costs.

**3** Arrange for necessary room furnishings, and the audiovisual and other equipment (flipcharts, easels, etc.) needed for the workshop. Payment for these items is the responsibility of the sponsor.

**4** Arrange food and beverages for participants. The sponsor is responsible for the cost of meals and refreshments.

**5** Three weeks prior to the workshop, send a list of your participants/teachers to Lions Quest. This list ensures that we will ship accurate quantities of workshop materials to the workshop site in a timely manner. Materials are shipped via courier and are not deliverable to P.O. box addresses—please be sure that you give the correct street address on the Sponsored Workshop Agreement Form.

**6** For student materials to complement the curriculum—*Together Times* student-family activity booklets for *Skills for Growing* (K–5) and *Changes and Challenges* student books for *Skills for Adolescence* (6–8)—order materials five to six weeks prior to the workshop to ensure delivery to the site. Call 800-446-2700 to order. Special discounts and offers apply for materials purchased with a workshop. ***(Not needed for one-day staff development sessions.)***

**7** 2-3 weeks prior to the workshop, provide participants with a description of the workshop, including the agenda, times, attire, and the requirement for participation in the entire workshop. The sponsor is responsible for payment of duplication and mailing costs associated with correspondence with participants.

**8** Arrange for trainer's lodging, meals, and ground transportation during the workshop. Lodging and meals begin the day before the workshop and continue through the day after the workshop if the trainer is unable to depart the evening of the workshop. Lodging needs to consist of a single room with private bath. Ground transportation includes transport from the nearest airport to the training site, local travel during the workshop, and return to the airport on the last day. You may need to provide transportation for the trainer to the workshop facility the evening before for room set-up. The sponsor is responsible for these costs.

**9** Within the week prior to the workshop, confirm receipt of workshop and curricular materials. Immediately call 800-446-2700 if they have not arrived.

**10** Provide payment of the workshop fee balance to Lions Quest within 30 days of receipt of the invoice.

## Lions Quest Responsibilities

**1** Confirm the workshop date. If the first choice is not available, we will work with you to arrange an alternate date. Lions Quest will confirm the workshop date by letter approximately two weeks after the Sponsored Workshop Agreement Form and purchase order or letter of intent have been received.

**2** Assign a Lions Quest trainer for the requested workshop date and arrange the trainer's transportation to the workshop city.

**3** Ship required workshop materials to the address provided by the sponsor on the Sponsored Workshop Agreement Form. Workshop materials will be shipped to arrive no later than one day prior to the workshop.

**4** Confirm workshop arrangements with trainer and sponsor.

**5** Pay for trainer's services and airfare expenses.



## Workshop Facility

The sponsor agrees to make all arrangements for the workshop facility including payment of any deposit required to hold the reservation as well as payment of the final bill. Lions Quest will not be held liable for any loss of deposit due to cancellation of the workshop or for any payment for facility use. The sponsor, not Lions Quest, is solely responsible for all payments and expenses related to the workshop.

Please review the facility provisions and requirements listed below. A map or brochure of the facility should be included with the Workshop Agreement Form.

### FACILITY PROVISIONS AND REQUIREMENTS

#### A. General Information

- All areas handicapped-accessible
- Telephone available during workshop hours for emergency use by participants

#### B. Conference Room Requirements

- One large conference room spacious enough for 50 participants to move and work comfortably (see illustration)
- Quiet surroundings free from interruptions and noise
- Well-lighted room with windows and carpet
- Comfortable, movable, cushioned chairs without desks—preferably with arms (wooden/metal folding, or plastic molded chairs are not recommended)

- No pillars or columns to obstruct vision or movement
- Room used exclusively for this workshop for the duration of the training
- Air conditioning when temperature is greater than 22°C/72°F. Food and beverages in conference room permissible

**C. Meals and Refreshments**

- Brewed coffee, tea, creamer, sugar, and pitchers of ice water near or in the conference room at all times starting prior to registration
- Self-serve continental breakfast in the morning beginning at 7:45 a.m. (recommended)
- Simple, self-serve snacks in the morning and afternoon (e.g., punch, juice, lemonade, fruits, cheese and crackers)
- Provisions for lunch on the day of the workshop (Suggestions include luncheons/snacks sponsored by Lions Clubs, district budget, etc.; brown bag; pot luck; or "on your own" at nearby restaurant); Please note lunchtime is restricted to one hour or less.

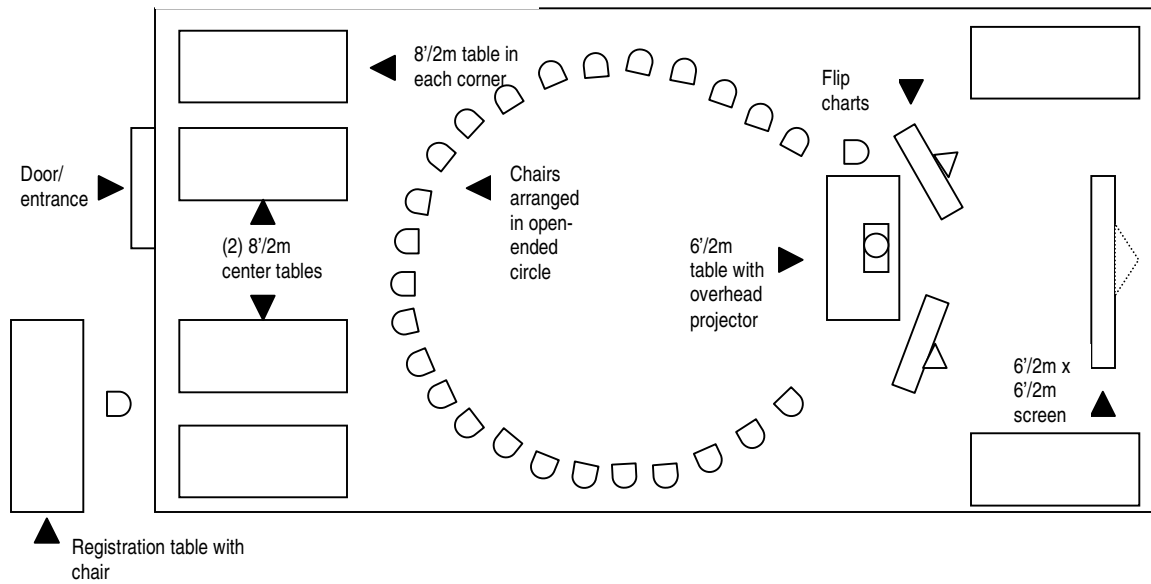
**D. Audiovisual Needs**

- Two flip-chart stands with two new flip-chart pads (not easel stands)
- Overhead projector with screen (with an extra bulb)

The sponsor is responsible for arrangements and costs for delivery of required equipment and workshop materials to the workshop site. The sponsor will ensure that all equipment is in good working condition and set up correctly no later than one-half hour prior to the beginning of the workshop.



Room Layout



## Sponsored Workshop Agreement Form

(Return to Lions Quest a minimum of 4 weeks prior to workshop).

### SPONSOR INFORMATION

Primary Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Sponsoring Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone Number (Day): \_\_\_\_\_ (Evening): \_\_\_\_\_ (Fax): \_\_\_\_\_

Workshop Coordinator (if other than sponsor): \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone Number (Day): \_\_\_\_\_

### REQUESTED WORKSHOP FORMAT/DATE

**Staff Development In-Service -- \$ 2,500.00**

**TAOD**

**S&S (K-8)**

**S&S (9-12)**

**Re-Quest**

Requested date: \_\_\_\_\_

Alternate date: \_\_\_\_\_

### BILLING INFORMATION (if different from above)

Agency to Be Billed: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Attention: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone Number (Day): \_\_\_\_\_ (Fax): \_\_\_\_\_

Billing Party Signature: \_\_\_\_\_

### PAYMENT INFORMATION

My purchase order is attached. Purchase Order #: \_\_\_\_\_

**REQUESTED DATES** \_\_\_\_\_, 20\_\_\_\_

### WORKSHOP FACILITY

Facility Name: \_\_\_\_\_ Facility Coordinator: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Facility Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Emergency Facility Number (24 hours): \_\_\_\_\_

Closest Major City: \_\_\_\_\_ Miles: \_\_\_\_\_ Driving Time: \_\_\_\_\_

Closest Airport: \_\_\_\_\_ Miles: \_\_\_\_\_ Driving Time: \_\_\_\_\_

What ground transportation will be provided: \_\_\_\_\_

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**SHIPPING**

Ship Materials to: \_\_\_\_\_

Street Address (no P.O. box numbers): \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Attention: \_\_\_\_\_ E-mail: \_\_\_\_\_

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**TRAINER ACCOMMODATIONS**

Hotel Name: \_\_\_\_\_ Contact at Hotel: \_\_\_\_\_

Address: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Country: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Confirmation Number: \_\_\_\_\_

Driving time from airport to hotel: \_\_\_\_\_ Driving time from hotel to workshop facility: \_\_\_\_\_

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**PLEASE SEND COMPLETED FORM AND YOUR PURCHASE ORDER OR LETTER OF INTENT TO:**

Lions Quest • P O Box 304, Annapolis Junction MD 20701 • USA

Phone: 800-446-2700/ Fax: 240-646-7023

(You may photocopy this form.)

This agreement is subject to reasonable delay or cancellation by Lions Quest for reason of sickness, accidents, difficulties with transportation, riots, strikes, epidemics, weather, acts of God, or any reasonable conditions beyond the control of Lions Quest.

Any or all portions of the workshops shall not be recorded, reproduced, or transmitted from the place of performance in any manner, audio or video, or by any means without an additional specific written agreement.

Lions Quest is not bound by this agreement if breached in any manner by the sponsor. Unless approved, any attempt to alter the terms or concepts of this agreement with Lions Quest will result in a breach.

This agreement is entered into for the purpose of establishing good communications and mutual understanding. The sponsor's deposit will be considered acknowledgment of the conditions of this agreement and responsibility to fulfill all of the above obligations. This agreement will be signed and a copy returned by Lions Quest if requested by the sponsor.

Upon the trainer's arrival at the workshop site, if any of the terms or requirements of this agreement have not been fulfilled by the sponsor, Lions Quest shall have the right to refuse to conduct the workshop and shall be entitled to compensation.

The sponsor will receive confirmation of the workshop dates from Lions Quest within two weeks after the Workshop Agreement is completed and returned to Lions Quest with a purchase order or letter of intent. There is a \$500 cancellation fee if the workshop is cancelled.

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**Please check if copy of signed agreement is required.**

**I have read the entire Workshop Agreement and agree to the terms and conditions as written.**

Name of Sponsor (Printed) \_\_\_\_\_ Title \_\_\_\_\_

Signature of Sponsor Date \_\_\_\_\_

Signature of Lions Quest Representative \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**TO EXPEDITE THE PROCESSING OF THIS FORM REMEMBER TO:**

Include all information on sponsoring agency.  
Fill in all facility information.

**RETURN ALL INFORMATION TO:**

Lions Quest  
P O Box 304  
Annapolis Junction, MD 20701  
USA

Office Use Only	Check #	Date	Amount
Receipt	Account #	Customer #	OE #

# Facilities Checklist

## WORKSHOP FACILITY

1. All areas handicapped-accessible
2. Telephone available
3. One large conference room spacious enough for 50 participants
4. Room is quiet, well lighted, and carpeted with windows
5. Comfortable movable chairs
6. Nothing to obstruct the view of participants
7. Room used only for this workshop for the duration of the training
8. Air conditioning if temperature is above 22C /72F
9. Food and beverages permissible in conference room
10. Brewed coffee, tea, cream, sugar and ice water available at all times
11. Self-serve continental breakfast (recommended) in the morning
12. Self-serve snacks in the morning and afternoon
13. Provisions for lunch
14. Two flip-chart stands with paper
15. Overhead projector with screen (with extra bulb)
16. Room open to trainer the night before
17. Four tables in each corner of the room
18. Registration table and chair outside the room
19. Chairs arranged in open-ended circle
20. Table for the projector
21. Set up no later than one-half hour prior to the beginning of the workshop
22. Payment of any deposit required to hold the reservation for the facilities
23. Payment of the final bill for the facilities

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EBMS: 0994-440-5



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## Sponsored Workshop Agreement