



A program of Lions  
Clubs International  
Foundation

# Lions Quest

*Skills for Action*

## Skills for Action Contract Workshop Sponsor Agreement

Lions Quest *Skills for Action* is rooted in the belief that young people are valuable resources who can take active and meaningful roles in addressing the issues that affect their lives, their communities, and the world. Lions Quest *Skills for Action* is an innovative and flexible program for grades 9-12 that moves beyond the classroom to build essential life and citizenship skills through school-based service learning.

Created to help young people become personally and socially responsible citizens, Lions Quest *Skills for Action* offers students the opportunity to gain the knowledge and skills to make positive contributions at home, at school, in the community, and in the workplace. Students learn to communicate effectively, analyze and solve problems, set and achieve goals, work successfully as part of a team, and resolve conflicts peacefully. Students also develop the means to resist negative peer pressure, make healthy choices, and understand and appreciate diversity in the classroom, school, and broader community.

*Skills for Action* stimulates students' intellectual curiosity and academic growth, and guides them toward active citizenship and positive social action. In addition, *Skills for Action* emphasizes service learning. Service learning goes beyond community service into active learning. It is a powerful learning experience that strengthens academic performance and builds essential life skills through hands-on community service.



**See inside for the easy steps to sponsoring  
a Lions Quest *Skills for Action* 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

*Skills for Action*

## Skills for Action Contract Workshop Sponsor Agreement

### Overview of the Agreement for a Workshop

1. The cost of the workshop is dependent on the number of registered participants. For two-day workshops in the continental U.S., sponsors must pay a base price of \$4,500, which covers the cost for the first 12 participants, plus a charge of \$120 for each additional participant. For three-day workshops, the base price is \$5,500.
2. The maximum number of participants that may be registered in a workshop is 36.
3. If the contract is received a minimum of 6 weeks in advance of the date of the workshop, the base price is reduced to \$4,000 (or \$5,000 for three-day workshops)
4. The total cost of the workshop (for up to 36 participants) shall not exceed \$6,500 (\$7,500 for three-days), excluding any additional shipping and handling costs resulting from late registrants.
5. The base price includes:
  - a. Tuition for 12 participants
  - b. Trainer fee
  - c. Trainer airfare to closest major airport
  - d. Curriculum materials for 12 participants
  - e. Workshop materials for 12 participants
  - f. Shipping and handling of all core workshop materials, including 12 curriculum
6. 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.
7. 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 for two days and lunches for two days for workshop participants
  - d. Purchase of classroom materials after workshop is completed (quantity discounts may be utilized for purchase of these student materials)
  - e. Recruitment and registration of participants
8. There will be a \$500 cancellation fee if the workshop is cancelled after the contract has been received.
9. A prospective participant list must be faxed to Lions Quest three weeks ahead of the workshop.

## Table of Contents

### **Planning Your *Skills for Action* Workshop**

A History of Excellence in Training .....	4
The Sponsored Workshop Opportunity.....	4
Workshop Fees.....	4
Program Goals.....	5
Skills for Action (SFC) Workshop Agenda.....	5

### **Steps to a Successful Sponsored Workshop**

Sponsor Responsibilities.....	6
Lions Quest Responsibilities.....	8
Workshop Facility .....	8
Room Layout Map .....	9

### **Workshop Service Experience**

Requirements for a Successful Service Learning Experience.....	10
Criteria for the Sites.....	10
Finding the Sites.....	10
Making Contacts.....	10
Service Site Responsibilities.....	11
Arranging Transportation.....	11
Confirming Arrangements with Lions Quest.....	11
Confirming Sites.....	11

<b>Service Learning Experience Information Form.....</b>	<b>12</b>
--	-----------

<b>Participant List.....</b>	<b>14</b>
------------------------------	-----------

<b>Sponsored Workshop Agreement Form .....</b>	<b>16</b>
--	-----------

<b>Sponsored SFC Workshop Facilities Checklist.....</b>	<b>19</b>
---	-----------



# Planning Your Skills for Action Workshop

## A History of Excellence in Training

Providing innovative, quality training experiences for adults serving youth is a hallmark of Lions Quest. We believe the most effective way to implement positive youth development programs and bring about lasting improvements in school climate is to equip educators with current research, materials, and strategies for addressing critical issues facing children and young people. Workshops are conducted by certified trainers who represent the highest standards of professionalism in training and adult education.

### Among the qualities embodied by Lions Quest trainers are:

- Expertise in the field of adult learning
- Commitment to youth
- Mastery of current teaching methodology
- Advanced interpersonal communication skills
- Dynamic presentation and teaching ability

Lions Quest trainers make every workshop a memorable and productive experience. Participants note that fresh insights, new skills, and positive behaviors learned through the workshop enrich their teaching and benefit students long after the workshop is over.

## The Sponsored Workshop Opportunity

Sponsoring a local workshop allows you to choose the dates and location most convenient for you, and is an affordable and flexible way to train up to 36 people in one workshop. Many schools or districts use locally sponsored workshops as opportunities to involve more people—principals and other administrators, teachers, counselors, school staff, parents, Lions Club members, and other community

volunteers—in the planning and use of Lions Quest programs.

### SCHEDULING AND FUNDING

To initiate the sponsored workshop process, you will need to look over pages 6-7, Steps to a Successful Sponsored Workshop. The Responsibility Timeline is also useful as a quick reference.

Please keep in mind that workshop dates fill quickly – Lions Quest will do everything possible to accommodate your needs. If you have questions about workshop requirements, please contact us at 800-446-2700.

You may approach funding for your workshop in a number of ways. Lions Quest workshops may be funded through your school or district's staff development budget since they are professional training sessions for which participants are eligible for continuing education credit. Or, several funding sources may be combined, such as the proceeds from a Lions Club fundraising event, a Lions Foundation grant, and/or the district/school staff development budget.

### WORKSHOP FEES

1. The cost of the workshop is dependent on the number of registered participants. For two-day workshops in the continental U.S., sponsors must pay a base price of \$4,500, which covers the cost for the first 12 participants, plus a charge of \$120 for each additional participant. For three-day workshops, the base price is \$5,500.
2. If the contract is received a minimum of 6 weeks in advance of the date of the workshop, the base price is reduced to \$4,000 (or \$5,000 for three-day workshops)
3. The total cost of the workshop (for up to 36 participants) shall not exceed \$6,500 (\$7,500 for three-days), excluding any additional shipping and handling costs resulting from late registrants.

4. 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.

5. There will be a \$500 cancellation fee if the workshop is cancelled after the contract has been received.

### **Program Goals**

The goals of Lions Quest *Skills for Action* are to:

- √ Support the development of responsible, healthy, caring young people through a partnership of home, school, and community.
- √ Assist students in learning and applying key personal, social, employability, and academic skills.
- √ Actively involve young people in addressing real-life issues and problems and making meaningful contributions to the world around them.
- √ Reinforce positive values: honesty, responsibility, self-discipline, and respect for and service to others.
- √ Promote the understanding and appreciation of social, cultural, and ethnic diversity. Help students develop the skills needed to resist alcohol and other drugs and to resolve conflicts without violence.

## **SFC WORKSHOP AGENDA**

### Day One

7:00-7:30 Registration

7:30-Noon Welcome  
Building Our Own Community  
Setting Workshop Standards  
The Who, Why and What of  
Lions Quest *Skills for Action*  
Materials Review  
Model a Session

Noon-12:45 Lunch

12:45-4:30 Service-Learning: Getting Our Feet Wet  
Service-Learning: The Experience  
Reflecting on Our Experience  
Closure

### Day Two

8:00-Noon Community Building  
Making It Work for Our Students  
The Instructor's Role  
"Now It's Your Turn" Planning

Noon-12:45 Lunch

12:45-4:00 Session One Presentations  
Session Two Presentations  
Reflecting on "Now It's Your Turn" Questions and Possibilities

Evaluation  
Closure

# Steps to a Successful Sponsored Workshop

*The steps outlined on pages 6–11 show 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 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 16-17 along with a purchase order (school) or a Letter of Intent (Lions). 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 on pages 8-9. 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. (Room set-up and audiovisual requirements are discussed on pages 8–9.) 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 the prospective participant list on pages 14–15 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** Four weeks prior to the workshop, secure service sites according to the Workshop Service Experience section on pages 10-11. Arrange transportation to and from the service sites for the participants and trainer, following the guidelines on page 11.

**7** For student materials to complement the curriculum, order materials five to six weeks prior to the workshop to ensure delivery to the site. These materials can also be purchased after the workshop. Call 800-446-2700 to order. Special discounts and offers apply for materials purchased with a workshop.

**8** 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.

**9** 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 last day 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.

**10** At least two weeks prior to the workshop, send a written confirmation of the arrangements to the service site contacts and send the Service Learning Experience Information form on pages 12-13 to Lions Quest

**11** Within the week prior to the workshop, confirm receipt of workshop and curricular materials. Immediately call 800-446-2700 if they

have not arrived. Also, complete the detailed maps and instructions to the service sites if participants are driving or using public transportation.

**12** Make a final call, the day before the workshop, to the service site contacts to confirm the service arrangements.

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

Service Learning is a powerful educational experience where interest collides with information, values are formed and action emerges. The learning part has two dimensions: an inner dimension – learning about yourself, your motivation, your values; and an outer dimension – learning about the world, its ways and the underlying causes of the problems that service work addresses.

-David Sawyer  
Director of Student Services  
Berea College, Berea, Kentucky



## 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** Process student materials (*Making a Difference* student magazine) orders for timely delivery to school site.

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

**6** 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 Requirements

- 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 36 participants to move and work comfortably (see illustration)
- For day two only, a breakout room large enough for half the workshop participants.
- 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 on day one
- Self-serve continental breakfast each 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 each 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.

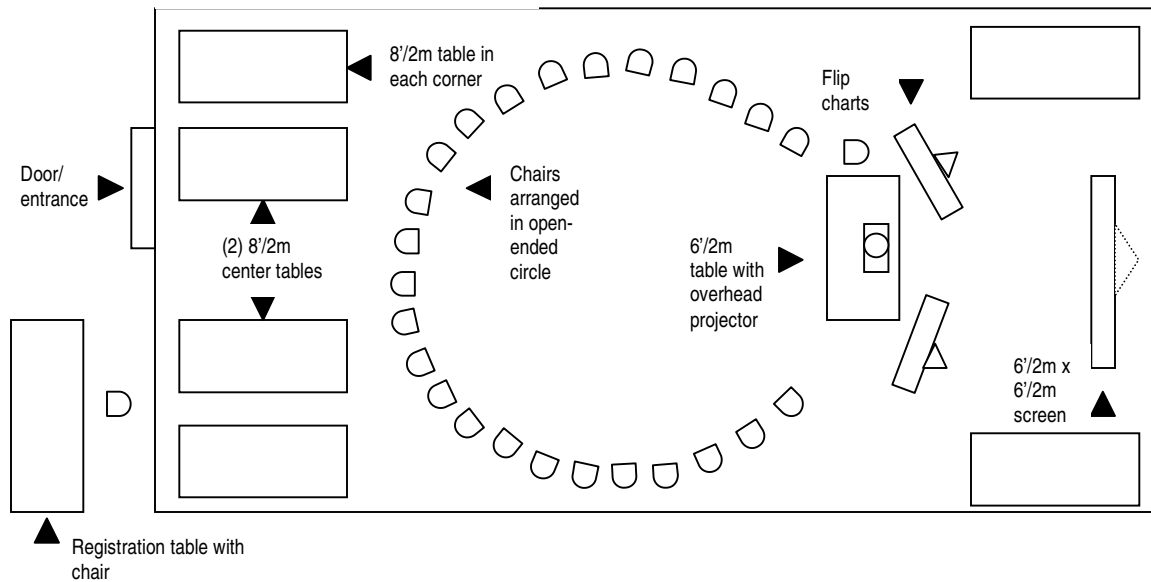
**D. Audiovisual Needs**

- Two flip-chart stands with two new flip-chart pads (not easel stands)
- Overhead projector with screen (with an extra bulb)
- VCR and monitor (day one)

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



# Workshop Service Experience

To help workshop participants understand the power of service and how it can be used to stimulate learning, all participants will take part in a service project on the afternoon of day one. This gives each person an opportunity to experience firsthand the process they will be guiding students through – preparation, performance of service, and reflection. Workshop sponsors may wish to enlist the help of a community member in locating appropriate sites and coordinating the service experience. Please contact us to discuss service site options to assure appropriate selections. See the agenda on page 5 for the service-learning experience schedule within the workshop.

## Requirements for a Successful Service Learning Experience

Service sites where participants can perform a short service project. A variety of service projects should be selected to give participants a choice. Different sites will also give participants greater exposure to the diversity of service opportunities. Typically, one site can accommodate only 6-10 participants.

Transportation to and from service sites. Group transportation is preferred especially if the sites are in higher risk areas. Suggested options include a school bus, cars and vans driven by local Lions members, or a hotel van service.

Detailed maps and instructions to service sites. Maps and instructions are especially important if participants are driving or using public transportation.

## Criteria for the Sites

- Site should accommodate a minimum of three participants.
- Projects should be of interest to participants.
- Participants should be able to work together on a task.

- Participants should be able to see the immediate impact of their service.
- Participants should be given to sites offering direct contact with the served population.
- Site should involve no cost to the participants.
- Site should involve minimal physical risk and no heavy lifting/labor.
- Service experience should be achievable within one hour and 30 minutes, including any orientation time provided by on-site staff.
- Service site should be within a 15-20 minutes drive of the workshop site. Public transportation is acceptable.

## Finding the Sites

If you need a list of possible sites to call, contact your local Lions Club. Explain that you are helping to organize a workshop for educators that involves participants conducting short service projects in the community. Ask what agencies or organizations are familiar with service projects or use volunteers on a regular basis. Ask them to identify agencies they think might want to provide a project.

Agencies that typically welcome a one-time volunteer experience include soup kitchens, nursing homes, homeless shelters, community agencies, animal shelters, transitional housing complexes, and local park or recreation facilities. Where possible, work with the agency staff to arrange a variety of activities from which participants can choose. If you would like service ideas before you contact prospective agencies, please contact Lions Quest at 800-446-2700 to discuss possibilities.

## Making Contacts

When contacting the potential site, ask to speak with the person who organizes volunteers or service projects. Explain that you are helping to organize a workshop for high school educators, designed to help them learn how to set up student community service programs. Explain that you are trying

to recruit two or three agencies willing to host a group of workshop participants at their agency to complete a short (1 hour and 30 minutes) service project.

If the agency is interested, provide the date and time. Explain the allocated time for the visit and ask:

- What types of projects might be possible?
- How many people can they accommodate?
- Can they provide a staff member to orient the participants to the project and help them get started?

## Service Site Responsibilities

In selecting service sites, please keep in mind the following guidelines for service site responsibilities. It may be helpful to send your contact a copy of these guidelines.

Each service site should:

- Have someone who is knowledgeable about the organizations' day to day operations present a 5-10 minutes overview of the program to workshop participants.
- Have a thorough, written plan/description of the task on which each individual or group will be working. This will allow the participants to be fully utilized in the event that the contact person is not available for the duration of the project.
- Try to provide an experience that involves direct service – working directly with clients. However, indirect service – working on shelving food at a food bank, painting, cleaning – is acceptable if it is clearly explained how the service benefits clients.
- Ensure the physical safety of all participants by avoiding service experiences that put people at risk (painting that involves climbing on ladders, etc.)
- Ensure that service activities can be achieved in the one and a half hour service time allotted.

## Arranging Transportation

See "Requirements for a Successful Service Learning Experience" on page 10 for specifics. Because workshop participants will be providing volunteer service, you may want to ask if a community group (Lions or other service club) will donate transportation assistance. Many hotels have free van service, but a hotel may not be able to commit its vans during a peak time for shuttling guests to the airport. If participants will be providing their own transportation, ask about parking availability at each site.

## Confirming Arrangements with Lions Quest

Complete and return the Service-Learning Experience Information form on page 12 no later than two weeks prior to the workshop. You will be contacted if there are concerns or questions about your site selections.

## Confirming Sites

Two weeks prior to the workshop, send a written confirmation of the arrangements to your contact person at each service site. Since emergencies can happen, we encourage you to make weekly phone calls to ensure the agency is prepared to work with the workshop participants. You should make one final call the day before the workshop.

Note: Although most educational training workshops do not include this type of hands-on service experience, it is essential for *Skills for Action*. It is vital that educators and other adults have a direct service experience and "feel" the volunteer spirit as they teach young people the value of service.

For more information please contact:  
Lions Quest at 800-446-2700

# Service Learning Experience Information

Please complete and return to Lions Quest at least 4 weeks\* prior to the start of the workshop.

Workshop Date: \_\_\_\_\_ Workshop City/State/Country: \_\_\_\_\_

Whom should we contact if we have questions about the information on this form?

Name: \_\_\_\_\_

Title: \_\_\_\_\_ E-mail: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_ Fax: \_\_\_\_\_

How many sites have you arranged for the service learning experience? \_\_\_\_\_

\* Workshop sponsors will receive a discount if the sponsorship agreement is returned 6+ weeks prior to workshop date.

---

Please provide the following information for each site:

**Site 1** Name: \_\_\_\_\_

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

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

Name and Title of Contact at Site: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please describe the service site and proposed service project experiences.

How will participants be transported to and from the service learning sites?

Where will participants be picked up at the workshop site? The service site?

Detailed directions to service learning site from the workshop site:

(Continued)

---

Return to Lions Quest:

PO Box 304, Annapolis Junction, MD 20701 USA  
Fax: 240-646-7023

---

**Site 2** Name: \_\_\_\_\_

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

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

Name and Title of Contact at Site: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please describe the service site and proposed service project experiences.

How will participants be transported to and from the service learning sites?

Where will participants be picked up at the workshop site? The service site?

Detailed directions to service learning site from the workshop site:

---

**Site 3** Name: \_\_\_\_\_

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

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

Name and Title of Contact at Site: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please describe the service site and proposed service project experiences.

How will participants be transported to and from the service learning sites?

Where will participants be picked up at the workshop site? The service site?

Detailed directions to service learning site from the workshop site:

---

# Sponsored Workshop Participant List

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

---

**SKILLS FOR ACTION WORKSHOP INFORMATION**

Location: \_\_\_\_\_

Date: \_\_\_\_\_

---

**SPONSOR INFORMATION**

Name: \_\_\_\_\_

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

City/Region: \_\_\_\_\_

Province/State: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

---

**WORKSHOP FEES INCLUDE PARTICIPANT MATERIALS AND FOLLOW-UP SUPPORT.****Program Materials:**

- Workshop Guidebook
- *Skills for Action* Curriculum Manual
- Skills Bank
- *Making a Difference* student magazine
- Advisory Team Handbook
- Teacher Resource Guide

---

**PARTICIPANT INFORMATION PER SCHOOL/AGENCY** Please copy for additional names.

School/Agency Name: \_\_\_\_\_

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

City/Region: \_\_\_\_\_

Province/State: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PARTICIPANT NAME****TITLE**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

---

(continued)

---

**PARTICIPANT INFORMATION PER SCHOOL/AGENCY**

School/Agency Name: \_\_\_\_\_

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

City/Region: \_\_\_\_\_

Province/State: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PARTICIPANT NAME****TITLE**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

---

**PARTICIPANT INFORMATION PER SCHOOL/AGENCY**

School/Agency Name: \_\_\_\_\_

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

City/Region: \_\_\_\_\_

Province/State: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PARTICIPANT NAME****TITLE**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

---

**PARTICIPANT INFORMATION PER SCHOOL/AGENCY**

School/Agency Name: \_\_\_\_\_

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

City/Region: \_\_\_\_\_

Province/State: \_\_\_\_\_ Postal/Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PARTICIPANT NAME****TITLE**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

---

Please copy for additional names.

## Sponsored Workshop Agreement Form

### 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): \_\_\_\_\_

### WORKSHOP INFORMATION

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

Possible 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 #: \_\_\_\_\_

**Discounts for multiple workshops are available.**

**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: \_\_\_\_\_

Ground Transportation Available: \_\_\_\_\_

---

**SHIPPING**

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

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

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

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

---

**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: \_\_\_\_\_

---

**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 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. Cancellation notices must be made a minimum of four weeks prior to the first day of the workshop, otherwise the deposit will be forfeited to cover costs incurred due to late cancellation.

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 once 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.

---

**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 agreement with \$900 deposit.

**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 #

# Sponsored Skills for Action Workshop Facilities Checklist

## WORKSHOP FACILITY

1. All areas handicapped-accessible
2. Telephone available
3. One large conference room spacious enough for 36 participants
4. Breakout room for participants (2nd day only)
5. Room is quiet, well lighted, and carpeted with windows
6. Comfortable movable chairs
7. Nothing to obstruct the view of participants
8. Room used only for this workshop for the duration of the training
9. Air conditioning if temperature is above 22C /72F
10. Food and beverages permissible in conference room
11. Brewed coffee, tea, cream, sugar and ice water available at all times
12. Self-serve continental breakfast (recommended) each morning
13. Self-serve snacks in the morning and afternoon
14. Provisions for lunch
15. Two flip-chart stands with paper
16. Overhead projector with screen (with extra bulb)
17. Room open to trainer the night before
18. Four tables in each corner of the room
19. Registration table and chair outside the room
20. Chairs arranged in open-ended circle
21. Table for the projector
22. Set up no later than one-half hour prior to the beginning of the workshop
23. Payment of any deposit required to hold the reservation for the facilities
24. Payment of the final bill for the facilities

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)  
EBMS: 0394-409-3



A program of Lions  
Clubs International  
Foundation

## Sponsored Workshop Agreement