

Lions Quest

Skills for Growing

Skills for Adolescence

Skills for Action

K-12 WORKSHOPS



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 *Skills for Growing* for grades K-5, *Skills for Adolescence* for grades 6-8 and *Skills for Action* grades 9-12, 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, conflict resolution, and the ability to get along with others.

The programs provide detailed lesson plans and classroom materials. All lessons are designed to complement the standard curriculum, offering a variety of ways to teach and reinforce social and academic skills.

Lions Quest programs emphasize a strong "no use" philosophy for tobacco, alcohol and other drugs, and teach young people specific strategies for positive, healthy living.

In addition, the programs emphasize service-learning. Students learn important leadership skills by organizing and carrying out school and community service projects. Studies show that students who are involved in helping out in the community are happier at home, less likely to use alcohol or other drugs, and more successful in, and committed to school.

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

Sponsored Workshop Agreement

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Planning Your Lions Quest 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.

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 40 people. Many schools or districts choose to involve principals and other administrators, teachers, counselors, support staff, parents, Lions club members, and other community volunteers in the planning and use of Lions Quest programs.

Scheduling

Several formats are available for certification in Lions Quest *Skills for Growing* (SFG, K-5), *Skills for Adolescence* (SFA, 6-8) and *Skills for Action* (SFC, 9-12) implementation:

- SFG, SFA or SFC two-day workshop
- SFG, SFA or SFC one-day workshop
- SFG, SFA &/or SFC one- or two-day combination workshops

Three-day options are also available. Call 1-800-446-2700 for details and prices.

Workshop Fees and Agendas

Choosing between one- and two-day workshop formats depends on many factors. While one-day workshops provide hands-on experience with Lions Quest curriculum kits, two-day workshops offer the added benefit of team-building and more focus on school climate, as well as a service experience for SFC workshops. Although two-day workshops are the ideal format, Lions Quest understands the limitation of available staff development days and works to make every workshop a valuable, quality experience.

Workshop Fees

Prices include trainer fees and expenses, workshop materials, and curriculum kit for each participant.*

One-day workshops:

- \$2,700 plus \$120 for each participant up to a maximum of 40 participants or \$7000.

Two-day workshops:

- \$3,500 plus \$120 for each participant up to a maximum of 40 participants or \$7800.

Non-implementing participants (support staff, administration, etc) may attend for \$20 each and receive workshop materials but no curriculum.

**Workshops booked less than 4 weeks in advance may incur additional costs based on any required expedited shipping or additional late-booking flight charges. Premiums may also be added to workshops in Alaska and Hawaii based on actual travel time, flight cost and shipping cost.*

Lions Quest Workshop Agendas

TWO-DAY

Day One AM

Theme: Creating a Classroom Learning Community

7:30–8:00	Registration
8:00–8:20	Workshop Overview
8:20–9:30	Creating a Learning Community of Caring Relationships
9:30–10:00	Creating a Learning Community of High Expectations for Positive Behavior
10:00–12:00	Program Overview and Materials Review
12:00–1:00	Lunch

Day One PM

Theme: Teaching and Learning Social and Emotional Learning Skills

1:00–2:30	The Lions Quest Lesson Design and Instructional Strategies
2:30–3:30	Creating a Learning Community of Meaningful Involvement/Classroom Implementation and Closure

Day Two AM

Theme: Promoting a Safe and Healthy Approach to Life

8:00–8:35	Welcome, Reflection on Day One, Opening Activity
8:35–9:15	Promoting Safe and Healthy Behaviors
9:15–12:00	Lesson Preparation and Participant Modeling of SFG/SFA/SFC Lessons
12:00-1:00	Lunch

Day Two PM

Theme: Creating a School Wide Learning Community

1:00–3:00	Group Presentations on Service-Learning, Positive School Climate, Family Involvement and Community Involvement
3:00–3:20	Implementation Review
3:20–3:30	Workshop Evaluation and Closure

ONE-DAY

7:30–8:00	Registration
8:00–8:10	Workshop Overview
8:10-8:40	Creating a Learning Community of Caring Relationships
8:40-9:10	Creating a Learning Community of High Expectations for Positive Behavior
9:10-9:30	Program Overview
9:30-9:45	Break
9:45-11:15	Materials Review and Jigsaw Peer Teaching Activity
11:15-noon	Lunch (working lunch for implementation discussion, preferably onsite)
12:00-12:10	Quick Energizer
12:10-1:15	Four-Phase Lesson Design and Instructional Strategies for Teaching Social and Emotional Learning

Option 1: For Schools Focused on Classroom Implementation

1:15-3:45	Setting Up and Facilitating “Now It’s Your Turn” Classroom Lessons
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Option 2: For Schools Focused on Schoolwide Implementation

1:15 – 3:45	Setting Up and Facilitating “Now It’s Your Turn” Presentations for Schoolwide Components
3:45- 4:00	Closure, Graduation, and Adjourment

Steps to a Successful Sponsored Workshop

The steps outlined on pages 5–6 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 1-800-446-2700.

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 9-10 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 e-mail 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 after dates are confirmed.**

2 Secure a workshop site according to the workshop facility requirements outlined on pages 6–7. 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 Two weeks prior to the workshop, send the prospective participant list from page 8 to Lions Quest. This list ensures that we will ship accurate quantities of workshop materials to the workshop site in a timely manner. **The maximum number of participants may not exceed 40.** 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 Student materials complement and support the Lions Quest curriculum, while helping to encourage family involvement. Place student materials orders at time of workshop order and save the 9% shipping charge! *SFG Together Times, SFA Changes and Challenges or Surprising Years, and SFC Making a Difference,* must be ordered in advance and delivered with workshop materials to receive shipping discount.

7 Approximately three 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.

9 Within the week prior to the workshop, confirm receipt of workshop and curricular materials. Immediately call 1-800-446-2700 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 e-mail 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 make trainer's travel arrangements.

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 orders for timely delivery to school site.

5 Confirm workshop arrangements with trainer and sponsor.

6 Pay for trainer's services and travel 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 40 participants to move and work comfortably (see illustration)
- For *Skills for Adolescence* Two-Day workshop only, breakout room large enough for 20 people, chairs arranged as in large meeting room.
- 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.

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 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. Please note lunchtime is restricted to one hour or less.

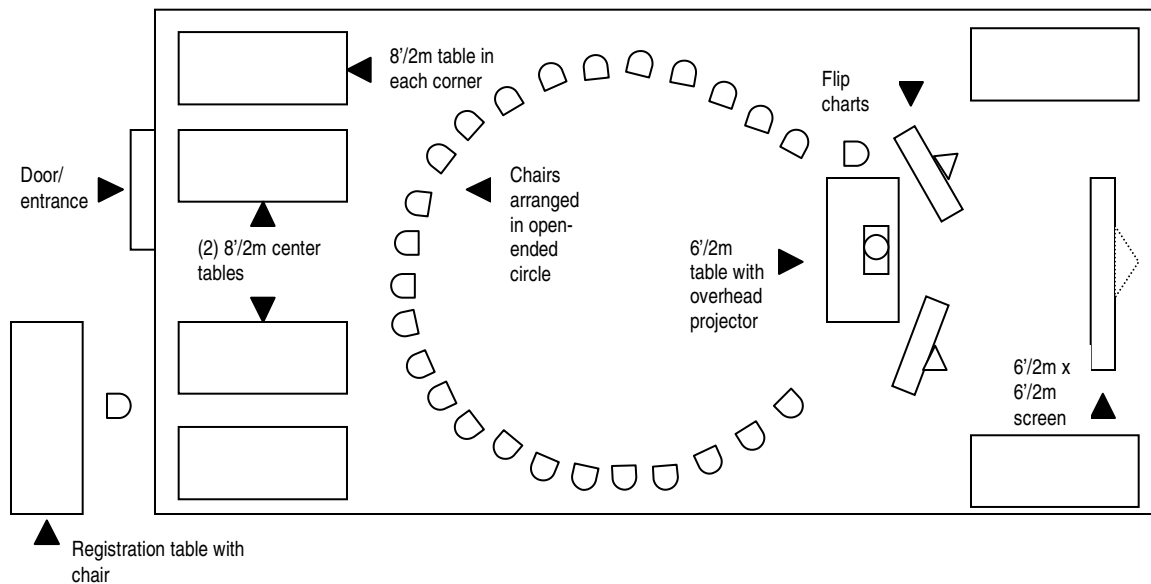
D. Audiovisual Needs

- Two flip-chart stands with two new flip-chart pads (not easel stands) and markers.
- LCD projector with screen.

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 Participant List

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

SPONSOR INFORMATION

Name: _____

Address: _____

City: _____ State: _____ Postal/Zip: _____

Daytime Telephone: _____ Contact E-mail: _____

PARTICIPANT INFORMATION (Please copy for additional names. Also, submit one form per participating school or agency)

School/Agency Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ E-mail: _____

	PARTICIPANT NAME	TITLE	GRADE LEVEL	PROGRAM (circle one)
1.	_____	_____	_____	SFG / SFA/ SFC
2.	_____	_____	_____	SFG / SFA/ SFC
3.	_____	_____	_____	SFG / SFA/ SFC
4.	_____	_____	_____	SFG / SFA/ SFC
5.	_____	_____	_____	SFG / SFA/ SFC
6.	_____	_____	_____	SFG / SFA/ SFC
7.	_____	_____	_____	SFG / SFA/ SFC
8.	_____	_____	_____	SFG / SFA/ SFC
9.	_____	_____	_____	SFG / SFA/ SFC
10.	_____	_____	_____	SFG / SFA/ SFC
11.	_____	_____	_____	SFG / SFA/ SFC
12.	_____	_____	_____	SFG / SFA/ SFC

NON-IMPLEMENTING PARTICIPANTS (NO CURRICULUM INCLUDED)

	PARTICIPANT NAME	TITLE	PREVIOUSLY TRAINED IN LQ?
1.	_____	_____	YES / NO
2.	_____	_____	YES/NO
3.	_____	_____	YES/NO
4.	_____	_____	YES/NO
5.	_____	_____	YES/NO

Sponsored Workshop Agreement Form

SPONSOR INFORMATION

Primary Contact: _____ E-mail: _____

Sponsoring Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (Day): _____ (Evening): _____ (Fax): _____

REQUESTED WORKSHOP FORMAT/DATE

One-Day Two-Day

SFG (K-5) SFA (6-8) SFC (9-12)* Combination, grades _____

Requested date: _____ Possible alternate date: _____

* Please see addendum applicable to two-day *Skills for Action* workshops

BILLING INFORMATION (if different from above)

Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Attention: _____ E-mail: _____

Phone: _____ Fax: _____

Billing Party Signature: _____

PAYMENT INFORMATION

My Letter of Intent is attached (Lions clubs only).

My purchase order is attached. PO #: _____

WORKSHOP FACILITY

Facility Name: _____

Address: _____ City: _____ Zip: _____

Facility Coordinator: _____ E-mail: _____

Facility Phone: _____ Emergency Facility Phone (24 hours): _____

Closest Major Airport: _____ Miles: _____ Driving Time: _____

Trainer hotel recommendation: _____

SHIPPING

Facility: _____ Attention: _____

Street Address (no P.O. box): _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

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 the PO number or Lions Letter of Intent.

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.

PLEASE SEND COMPLETED FORM TO:

Lions Quest • P O Box 304, Annapolis Junction MD 20701 • USA
Phone: 800-446-2700/ Fax: 240-396-5741
(You may photocopy this form.)

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

Sponsored Workshop Facilities Checklist

WORKSHOP FACILITY

1. All areas handicapped-accessible
2. Telephone available
3. One large conference room spacious enough for 40 participants
4. Breakout room for 20 people available (SFA 2 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 (recommended)
14. Provisions for lunch
15. Two flip-chart stands with paper
16. LCD projector with screen
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. 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