



A program of Lions
Clubs International
Foundation

Lions Quest

Skills for Growing

Skills for Adolescence

K-8 Contract Workshop Sponsor Agreement

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, and Skills for Adolescence for grades 6–8, 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.

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

The programs emphasize a strong "no use" philosophy for 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 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 school.



**See inside for the easy steps to sponsoring
a Lions Quest K–8 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



Lions Clubs International Foundation

Lions Quest

Skills for Growing

Skills for Adolescence

K-8 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 K–8 Workshop

A History of Excellence in Training4
The Sponsored Workshop Opportunity.....4
Program Goals4
Choosing an Agenda and Workshop Fees.....5
Lions Quest Workshop Agendas.....5

Steps to a Successful Sponsored Workshop

Sponsor Responsibilities.....9
Lions Quest Responsibilities.....10
Workshop Facility10
Room Layout Map11

Participant List.....12

Sponsored Workshop Agreement Form14

Sponsored K-8 Workshop Facilities Checklist.....17



Planning Your K-8 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

Six options are available to sponsors for certifying teachers to teach Skills for Growing and Skills for Adolescence:

- Skills for Growing Three-day workshop
- Skills for Growing Two-day workshop
- Skills for Adolescence Three-day workshop
- Skills for Adolescence Two-day workshop
- K-8 Three-day workshop (dual certification in SFG and SFA)
- K-8 Two-day workshop

Daily agendas and schedules for each type of workshop are shown on pages 6-8.

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 fund-raising event, a Lions Foundation grant, and/or the district/school staff development budget. Due to the enthusiastic response to Lions Quest programs, workshop dates fill quickly—we will do everything possible to accommodate your needs.

Program Goals

The goals of Lions Quest Skills for Growing and Skills for Adolescence are:

- ✓ To involve parents, school staff, and the community in supporting the healthy development and success of all children
 - ✓ To provide opportunities for children to practice good citizenship through cooperative group work and service to others
 - ✓ To promote a healthy, drug-free approach to life
 - ✓ To celebrate diversity and encourage respect for others
 - ✓ To provide support for teachers, administrators, and others involved in the program through effective materials, comprehensive training, and follow-up services
-

Lions Quest Workshop Agendas

Choosing an Agenda and Workshop Fees

To initiate the sponsored workshop process, you will choose from either the two- or three-day formats. Please look over the agendas on the following pages to assist in your decision. Steps to a Successful Sponsored Workshop and a Responsibility Timeline are on pages 9–11 and will help you complete the process.

IMPORTANT: It is required that there be at least 12 but not more than 36 participants in your workshop. For the K–8 workshop, there should be a minimum of four participants registered for both Skills for Growing and Skills for Adolescence.

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.

Workshop Day-by-Day Agendas on the following three pages

1. K–8 *Skills for Growing* and *Skills for Adolescence* Two-day
2. K–8 *Skills for Growing* and *Skills for Adolescence* Three-Day
3. *Skills for Growing* Two-Day
4. *Skills for Growing* Three-Day
5. *Skills for Adolescence* Two-Day
6. *Skills for Adolescence* Three-Day



K-8, 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

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 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 in the Implementation Handbook
3:20–3:30	Workshop Evaluation and Closure

K-8, THREE-DAY

Day One AM

Theme: Creating a Classroom Learning Community

7:30–8:00	Registration
8:00–8:30	Workshop Overview
8:30–10:15	Creating a Learning Community of Caring Relationships
10:15–11:00	Creating a Learning Community of High Expectations for Positive Behavior
11:00–12:00	Creating a Learning Community of Meaningful Involvement
12:00–1:00	Lunch
1:00–2:30	Program Overview and Materials Review
2:30–3:00	Classroom Implementation and Closure

Day Two AM

Theme: Teaching and Learning Social and Emotional Learning Skills; Promoting a Safe and Healthy Approach to Life

8:00–10:15	Welcome, Reflection on Day One, Opening Activity; The Lions Quest Lesson Design and Instructional Strategies
10:15–11:00	Promoting a Safe and Healthy Approach to Life
11:00–12:00	Lesson Preparation
12:00–1:00	Lunch
1:00–2:15	Participant Modeling and Presentations of SFG/SFA Lessons
2:15–3:15	Group Presentation on Service-Learning
3:15–3:30	Closure

Day Three AM

Theme: Creating a School wide Learning Community

8:00–8:15	Welcome, Reflections on Day Two
8:15–12:00	Group Presentations on Positive School Climate, Family Involvement, and Community Involvement
12:00–1:00	Lunch
1:00–2:15	Implementation Review
2:15–3:00	Questions and Answers
3:00–3:30	Evaluation, Graduation, and Closure

SKILLS FOR GROWING, 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

8:00–8:30	Welcome, Reflection on Day One, Opening Activity
8:30–9:15	Promoting Safe and Healthy Behaviors
9:15–12:00	Lesson Preparation and Participant Modeling of SFG 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 in the Implementation Handbook
3:20–3:30	Workshop Evaluation and Closure

SKILLS FOR GROWING, THREE-DAY

Day One

Theme: Creating a Classroom Learning Community

8:00–8:30	Registration
8:00–8:30	Workshop Overview
8:30–10:15	Creating a Learning Community of Caring Relationships
10:15–11:00	Creating a Learning Community of Meaningful Involvement
12:00–1:00	Lunch
1:00–3:00	Program Overview and Materials Review
3:00–3:30	Classroom Implementation and Closure

Day Two

Theme: Teaching and Learning Social and Emotional Learning Skills; Promoting a Safe and Healthy Approach to Life

8:00–10:15	Welcome, Reflection on Day One, Opening Activity; The Lions Quest Lesson Design and Instructional Strategies
10:15–11:00	Promoting a Safe and Healthy Approach to Life
11:00–12:00	Lesson Preparation
12:00–1:00	Lunch
1:00–2:15	Participant Modeling and Presentations of SFG Lessons
3:15–3:30	Closure

Day Three

Theme: Creating a School wide Learning Community

8:00–8:15	Welcome, Reflections on Day Two
8:15–12:00	Group Presentations on Positive School Climate, Family Involvement, and Community Involvement
12:00–1:00	Lunch
1:00–2:15	Implementation Review in the Implementation Handbook
2:15–3:00	Questions and Answers
3:00–3:30	Evaluation, Graduation, and Closure

SKILLS FOR ADOLESCENCE, 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

8:00–8:30	Welcome, Reflection on Day One, Opening Activity
8:30–9:15	Promoting Safe and Healthy Behaviors
9:15–12:00	Lesson Preparation and Participant Modeling of SFA 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 in the Implementation Handbook
3:20–3:30	Workshop Evaluation and Closure

SKILLS FOR ADOLESCENCE, THREE-DAY

Day One

Theme: Creating a Classroom Learning Community

7:30–8:00	Registration
8:00–8:30	Workshop Overview
8:30–10:15	Creating a Learning Community of Caring Relationships
10:15–11:00	Creating a Learning Community of High Expectations for Positive Behavior
11:00–12:00	Creating a Learning Community of Meaningful Involvement
12:00–1:00	Lunch
1:00–3:00	Program Overview and Materials Review
3:00–3:30	Classroom Implementation/Closure

Day Two

Theme: Teaching and Learning Social and Emotional Learning Skills; Promoting a Safe and Healthy Approach to Life

8:00–10:15	Welcome, Reflection on Day One, Opening Activity; The Lions Quest Lesson Design and Instructional Strategies
10:15–11:00	Promoting a Safe and Healthy Approach to Life
11:00–12:00	Lesson Preparation
12:00–1:00	Lunch
1:00–2:15	Participant Modeling and Presentations of SFA Lessons
2:15–3:30	Group presentation on Service-Learning

Day Three

Theme: Creating a School wide Learning Community

8:00–8:15	Welcome, Reflections on Day Two
8:15–12:00	Group Presentations on Positive School Climate, Family Involvement, and Community Involvement
12:00–1:00	Lunch
1:00–2:15	Implementation Review
2:15–3:00	Questions and Answers
3:00–3:30	Evaluation, Graduation, and Closure

Steps to a Successful Sponsored Workshop

The steps outlined on pages 9–11 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 14-15 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 on pages 10–11. 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 10–11.) 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 12–13 to Lions Quest. **THE MAXIMUM NUMBER OF PARTICIPANTS MAY NOT EXCEED 36.** 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. 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.

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 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.

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 Process student materials (*Together Times* and/or *Changes and Challenges*) 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 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 36 participants to move and work comfortably (see illustration)
- For day two 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. 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.

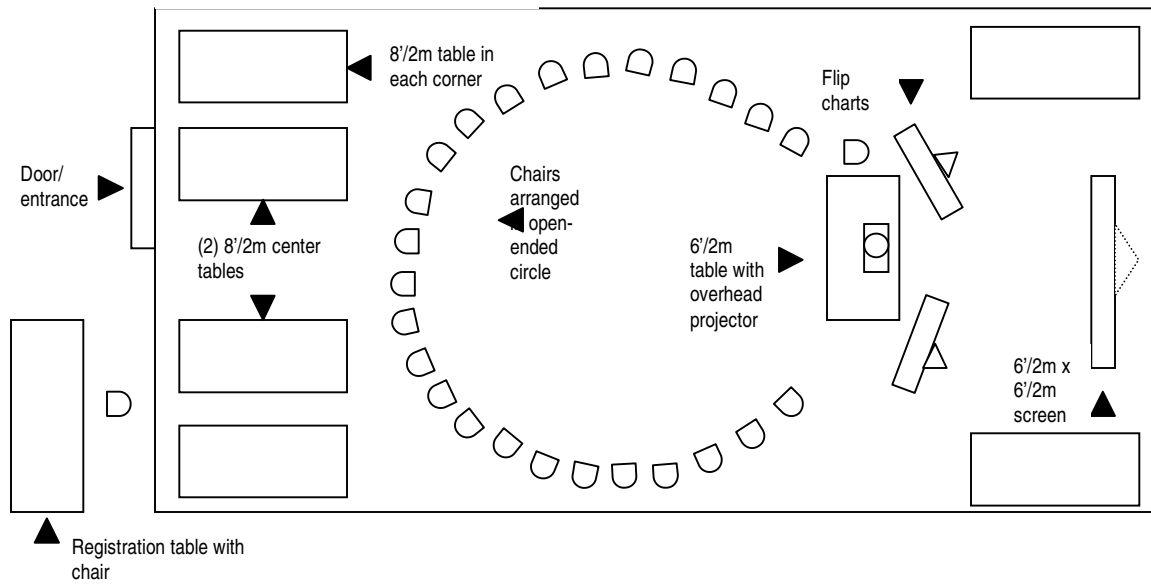
D. Audiovisual Needs

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

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 4 weeks* prior to workshop).

K-8 WORKSHOP INFORMATION

Location: _____

Date: _____

* Workshop sponsors will receive a discount if the sponsorship agreement is returned 6+ weeks prior to workshop 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 FOR ONE OF THE FOLLOWING PACKAGES. Additional packages may be ordered separately.

Skills for Growing:

- Workshop Guidebook
- Grade-specific curriculum manual and 1 five-unit set of *Together Times*
- *The Family Connection: A Guide to Leading Parent Meetings*
- *Creating a Positive School Climate: A Guide for School Climate Committees*
- Implementation assistance

Skills for Adolescence:

- Workshop Guidebook
- Curriculum Manual
- *Teachers' Resource Guide*
- *Supporting Young Adolescents*, parent meeting guide
- *The Surprising Years: Understanding Your Changing Adolescent*, parent book
- *Changes and Challenges*, student book
- Implementation assistance

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	GRADE LEVEL* (circle one)	PROGRAM (circle one)
1. _____	_____	K 1 2 3 4 5 6 7 8	SFG / SFA
2. _____	_____	K 1 2 3 4 5 6 7 8	SFG / SFA
3. _____	_____	K 1 2 3 4 5 6 7 8	SFG / SFA
4. _____	_____	K 1 2 3 4 5 6 7 8	SFG / SFA
5. _____	_____	K 1 2 3 4 5 6 7 8	SFG / SFA

*Administrators please be sure to circle the appropriate grade level for each teacher.

(continued)

PARTICIPANT INFORMATION PER SCHOOL/AGENCY

School/Agency Name: _____

Address: _____

City/Region: _____

Province/State: _____ Postal/Zip: _____ Country: _____

Telephone: _____ E-mail: _____

PARTICIPANT NAME	TITLE	GRADE LEVEL* (circle one)	PROGRAM (circle one)
1. _____	_____	K 1 2 3 4 5 6 7 8	SFG / SFA
2. _____	_____	K 1 2 3 4 5 6 7 8	SFG / SFA
3. _____	_____	K 1 2 3 4 5 6 7 8	SFG / SFA
4. _____	_____	K 1 2 3 4 5 6 7 8	SFG / SFA
5. _____	_____	K 1 2 3 4 5 6 7 8	SFG / SFA

PARTICIPANT INFORMATION PER SCHOOL/AGENCY

School/Agency Name: _____

Address: _____

City/Region: _____

Province/State: _____ Postal/Zip: _____ Country: _____

Telephone: _____ E-mail: _____

PARTICIPANT NAME	TITLE	GRADE LEVEL* (circle one)	PROGRAM (circle one)
1. _____	_____	K 1 2 3 4 5 6 7 8	SFG / SFA
2. _____	_____	K 1 2 3 4 5 6 7 8	SFG / SFA
3. _____	_____	K 1 2 3 4 5 6 7 8	SFG / SFA
4. _____	_____	K 1 2 3 4 5 6 7 8	SFG / SFA
5. _____	_____	K 1 2 3 4 5 6 7 8	SFG / SFA

PARTICIPANT INFORMATION PER SCHOOL/AGENCY

School/Agency Name: _____

Address: _____

City/Region: _____

Province/State: _____ Postal/Zip: _____ Country: _____

Telephone: _____ E-mail: _____

PARTICIPANT NAME	TITLE	GRADE LEVEL* (circle one)	PROGRAM (circle one)
1. _____	_____	K 1 2 3 4 5 6 7 8	SFG / SFA
2. _____	_____	K 1 2 3 4 5 6 7 8	SFG / SFA
3. _____	_____	K 1 2 3 4 5 6 7 8	SFG / SFA
4. _____	_____	K 1 2 3 4 5 6 7 8	SFG / SFA
5. _____	_____	K 1 2 3 4 5 6 7 8	SFG / SFA

*Administrators please be sure to circle the appropriate grade level for each teacher. Please copy for additional names.

Sponsored Workshop Agreement Form

(Return to Lions Quest 6-8 weeks prior to the 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

K-8 Three-Day

Skills for Growing Three-Day

Skills for Growing Two-Day

K-8 Two-Day

Skills for Adolescence Three-Day

Skills for Adolescence Two-Day

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 #: _____

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 provided: _____

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 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 signature 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.

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 #

Sponsored K-8 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 20 people available (day 2 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
EBMS: 0394-409-3



A program of Lions
Clubs International
Foundation

Sponsored Workshop Agreement