



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 comprehensive youth development programs 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.

Staff Development Options:

- **Social, Emotional and Workplace Skills for Success in School and Life (Skills Bank)** – grades 9-12
- **Supporting and Strengthening (S&S)** – K-12
- **Classroom Discipline: Establishing Responsibility & Respect (CD)**– K-12
- **Service-Learning: Implementation and Integration (SL)** – K-12

Overview of the Agreement for a Workshop

1. The maximum number of participants per workshop is 40.
2. The base price of \$2,700 includes*:
 - a. Tuition for maximum participants
 - b. Trainer fee and travel expenses
 - c. Workshop materials for registered participants
 - d. Shipping and handling of workshop materials
3. A Purchase Order or Lions club Letter of Intent must be submitted with workshop contract.
4. Sponsor is responsible for:
 - a. Facility/meeting room and audio visual equipment
 - b. Continental breakfast and lunch for workshop participants and trainer
 - c. Recruitment and registration of participants
5. A \$500 fee will be charged if the workshop is cancelled after the contract is submitted to Lions Quest.
6. A participant list must be faxed to Lions Quest two weeks prior to the workshop.

** 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.*

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 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 4-5 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 Two 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 Confirm receipt of workshop and curricular materials upon arrival. Immediately call 800-446-2700 if they have not arrived within one week of the workshop date.

7 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 professional trainer for the requested workshop date and arrange for trainer's travel.

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 travel expenses.

Workshop Facility

The sponsor agrees to make all arrangements for the workshop facility including payment of any deposit or rental fees. 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

FACILITY PROVISIONS AND REQUIREMENTS

A. General Information

- All areas handicapped-accessible

B. Conference Room Requirements

- One large conference room spacious enough for 40 participants to move and work comfortably
- Quiet surroundings free from interruptions and noise
- Well-lighted room with windows and carpet
- No pillars or columns to obstruct vision or movement
- Room used exclusively for this workshop for the duration of the training
- Food and beverages permissible in conference room
- Comfortable, movable, cushioned chairs without desks; preferable with arms
- 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 available throughout the workshop
- Self-serve continental breakfast in the morning beginning at registration time
- Simple, self-serve snacks during morning and afternoon break
- Provisions for lunch – If district funds are not available, consider local Lions clubs for sponsorship of snacks and meals, or brown bag and pot luck option

D. Audiovisual Needs

- Two flip-chart stands with two new paper pads and markers (not easel stands)
- Please confirm trainer preference of overhead projector or LCD projector with screen and cords prior to workshop

The sponsor is responsible for arrangements and any necessary expenses for rental and/or delivery of required equipment. Equipment should be in good working condition and set up correctly no later than one-half hour prior to the beginning of the workshop.

E. Room Layout

Trainer will contact sponsor prior to workshop to discuss customization needs, A/V requests and room layout. Conference room should have registration table, materials table, projector table and screen, and flip-charts easily viewable from all areas. Trainer may request chairs be arranged in a U-shapes with separate work-group tables, or for tables with chairs to be set-up banquet or classroom style.

Sponsored Workshop Agreement Form

SPONSOR INFORMATION

Primary Contact: _____ E-mail: _____

Sponsoring Agency: _____

Address: _____

City: _____ State : _____ Zip: _____

Day Phone: _____ Evening: _____ Fax: _____

REQUESTED WORKSHOP FORMAT/DATE

- Skills Bank** **S&S** **CD** (please call for special pricing for groups of more than 40)
 SL – Purchase Cathryn Berger Kay *Complete Guide to Service Learning* at 25% discount with workshop order!

Requested date: _____ Possible alternate date: _____

BILLING INFORMATION (if different from above)

Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Attention: _____ E-mail: _____

Phone: _____ Fax: _____

Billing Party Signature: _____

PAYMENT INFORMATION

- My Purchase Order is attached. PO #: _____ My Letter of Intent is attached (Lions clubs only).
 I would like to order _____ *Complete Guide to Service Learning* books at a discount cost of \$29.95 each

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

Ship Materials to: _____

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

City: _____ State: _____ Zip: _____

Attention: _____ Phone: _____ E-mail: _____

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 after the Agreement is submitted.

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 AND PURCHASE ORDER OR LETTER OF INTENT 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 #

Facilities Checklist

WORKSHOP FACILITY

1. All areas handicapped-accessible
2. One large conference room spacious enough for 50 participants
3. Room is quiet, well lighted, and carpeted with windows
4. Comfortable movable chairs
5. Nothing to obstruct the view of participants
6. Room used only for this workshop for the duration of the training
7. Air conditioning if temperature is above 22C /72F
8. Food and beverages permissible in conference room
9. Brewed coffee, tea, cream, sugar and ice water available at all times
10. Self-serve continental breakfast in the morning
11. Self-serve snacks in the morning and afternoon (recommended)
12. Provisions for lunch
13. Two flip-chart stands with paper and markers
14. LCD projector with screen
15. Room open to trainer the night before
16. Registration and materials tables available
17. Room arranged to trainer's specifications
18. Payment of any deposit required to hold the reservation for the facility
19. Payment of any final bill for the facility



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Sponsored Workshop Agreement