



# Lions Quest

## *Skills for Adolescence* For Out-of-School Time

*Skills for Adolescence for Out-of-School Time* (SFA OST) was created to meet the unique demands of afterschool programs and community centers working with middle school youth. SFA OST provides out-of-school facilitators with a positive youth development program that aligns with the six elements of quality recognized by researchers and practitioners as supportive of positive student outcomes. This workshop will prepare participants to implement the SFA OST program.

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

1. Maximum number of participants is 40.
2. The base price includes:
  - a) Tuition for maximum participants
  - b) Trainer fee
  - c) Trainer airfare to closest major airport
  - d) Trainer lodging and ground transportation
  - e) Workshop materials for registered participants
  - f) Shipping and handling of workshop materials
3. A Purchase Order or Lions club Letter of Intent must be submitted with workshop agreement.
4. Sponsor is responsible for:
  - a) Facility/meeting room and any requested audio visual equipment
  - b) Meals and refreshments, as needed, 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 agreement is submitted to Lions Quest.
6. A participant list must be faxed to Lions Quest two weeks prior to the workshop.

# Steps to a Successful Workshop

## Sponsor Responsibilities

1. Select several tentative dates and contact Lions Quest to determine trainer availability.
2. Complete and submit the workshop agreement form, pages 3-5, along with a PO or Lions Letter of Intent, as instructed.
3. Secure a workshop site according to the workshop facility requirements outlined. The sponsor is responsible for all facility-related costs.
4. Arrange for the necessary furnishings and equipment needed for the workshop. Payment for these items is the responsibility of the sponsor.
5. Arrange for necessary meals and refreshments for participants and sponsor. Sponsor is responsible for cost of meals and/or refreshments.
6. Submit participant list to Lions Quest two weeks prior to workshop. This list ensures accurate shipment of necessary materials in a timely manner. Materials are shipped via courier and not deliverable to PO Boxes.
7. Confirm receipt of workshop materials and curriculum/student materials as ordered. Call 800-446-2700 if materials are not received at least 4 days prior to workshop.
8. Provide payment to Lions Quest within 30 days of receipt of invoice.

## Lions Quest Responsibilities

1. Work with sponsor and trainer to secure and confirm workshop date/s.
2. Arrange trainer's transportation and lodging.
3. Ship required workshop materials and any curriculum or student material orders to the address provided on the workshop agreement form.
4. Confirm workshop arrangements with trainer and sponsor.
5. Pay for trainer's expenses and fees.

## Workshop Facility Provisions and Requirements

- All areas handicapped-accessible
- One large conference room spacious enough for participants to move and work comfortably
- Bright, quiet room with windows and carpet, free for interruptions and noise
- Room used exclusively for this workshop for the duration of the training
- Comfortable, cushioned chairs, without desks, preferably with arms
- Heat or air conditioning to maintain comfortable room temperature
- Refreshments available throughout workshop duration. For one-day, 8-hour workshops, lunch and snacks should be provided for participants and trainer.
- Two flip-chart stands with two new pads of paper and markers
- A/V equipment as required by trainer

Trainer will contact sponsor to discuss A/V needs, customization of agenda, and room layout. Conference room should have a materials table and flip charts easily viewable from all areas.

# SFA OST Workshop Agreement Form

## SPONSOR INFORMATION

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

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

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

City: \_\_\_\_\_ State : \_\_\_\_\_ Zip: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening: \_\_\_\_\_ Fax: \_\_\_\_\_

Workshop Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

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## WORKSHOP FORMAT:

- 2 consecutive half-days, 4 hours each (\$3200 for up to 40 participants)
- 1 day, 8 consecutive hours (\$2700 for up to 40 participants)

Requested date/s and times: \_\_\_\_\_

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## BILLING INFORMATION (if different from above)

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

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## PAYMENT INFORMATION

- My Purchase Order is attached PO #: \_\_\_\_\_
- My Letter of Intent is attached (Lions club sponsors only)

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## WORKSHOP FACILITY

Facility Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

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

**SHIPPING**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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**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.)

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.

**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 #   |



Lions Quest  
P O Box 304  
Annapolis Junction, MD 20701  
USA  
Phone: 800-446-2700  
Fax: 240-396-5741  
[www.lions-quest.org](http://www.lions-quest.org)  
[info@lions-quest.org](mailto:info@lions-quest.org)

**Sponsored Workshop Agreement**