

Lions Quest Workshop Agreement



A Program of Lions
Clubs International
Foundation

Lions Quest

844 567 8378

www.lionsquest.org

lionsquest@lionsclub.org

Sponsor Responsibilities

1. There is a \$500 cancellation fee if the workshop is cancelled within 30 days of the date scheduled.
2. The sponsor is responsible for payment of all facility-related costs.
3. The maximum number of participants may not exceed 40.
4. 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.
5. Arrange food and beverages for participants. The sponsor is responsible for the cost of meals and refreshments if provided.
6. Order the Lions Quest curriculum materials to ensure that they arrive in time for the workshop. The sponsor is responsible for distributing the materials to participants.
7. At least two weeks prior to the workshop, email the prospective participant list to Lions Quest.
8. Provide payment of the workshop fee to Lions Quest within 30 days of receipt of the invoice.

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.

Facility Provisions and Requirements

Conference Room Requirements

- All areas handicapped-accessible
- One large conference room spacious enough for 40 participants to move and work comfortably.

Audiovisual Needs

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

Lions Quest Workshop Agreement Form

SPONSOR INFORMATION

Primary Contact: _____

E-mail: _____

School/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (Office): _____ (Cell): _____

REQUESTED WORKSHOP FORMAT/DATE

One-Day

Two-Day

(pre)K – 5 6-8 9-12 Combination - grades _____

Requested date: _____ Workshop Time _____ to _____
(you may select the start and end time)

Approximate # of participants:

- Implementors (teachers/facilitators) _____
- Non-Implementors (support staff/administrators) _____

BILLING INFORMATION (if different from above)

School/Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Attention: _____

E-mail: _____

Phone: _____

Billing Party Signature: _____

WORKSHOP FACILITY

Facility Name: _____

Address: _____

City: _____ State _____ Zip: _____

Facility Coordinator: _____

E-mail: _____

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

Sponsored Workshop Agreement

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.

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 30 days prior to the first day of the workshop, otherwise a \$500 cancellation fee will be assessed to cover costs incurred due to late cancellation.

This agreement is entered into for the purpose of establishing good communications and mutual understanding. 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.

I have read the entire Workshop Agreement and agree to the terms and conditions as written.

Sponsor (Printed) _____

Title _____

Signature of Sponsor _____

Date _____

Signature of Lions Quest Representative _____

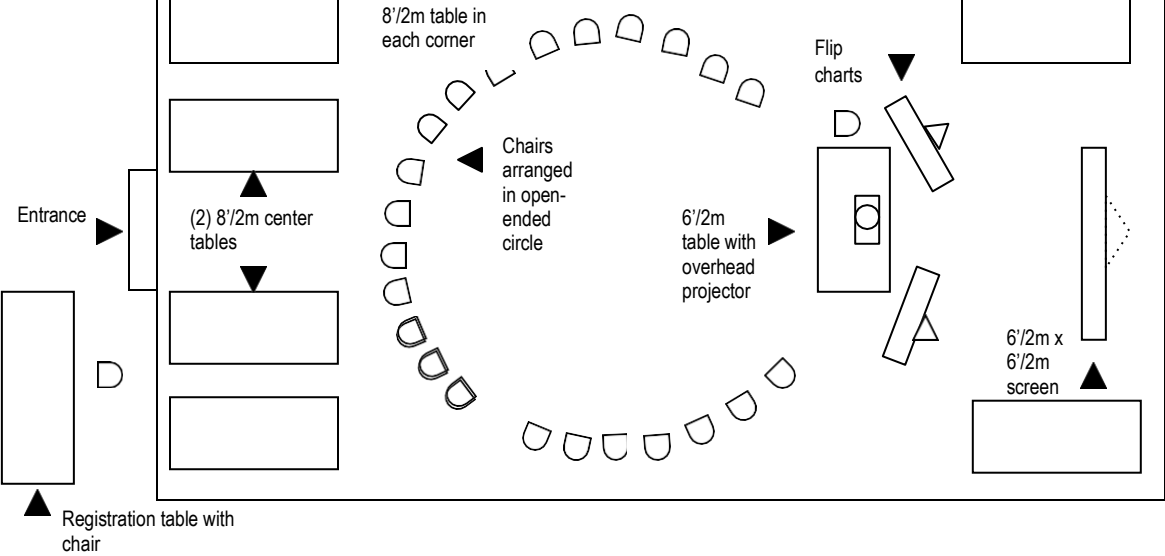
Title _____ Date _____

PLEASE RETURN COMPLETED FORM TO:

Email: lionsquest@lionsclubs.org

FAX 630-706-9079

Room Layout



Lions Quest Workshop Sample Agendas

ONE-DAY WORKSHOP

MORNING

Theme: Creating a Classroom Learning Community

MODULE 1: Establishing a Relationship-Centered Learning Community

- Session 1: Building Community
- Session 2: Modeling the Lesson Design through Creating Student-Generated Shared Agreements
- Session 3: Social and Emotional Learning

BREAK

MODULE 2: PROMOTING A SCHOOL-HOME-COMMUNITY APPROACH TO SOCIAL, EMOTIONAL, AND ACADEMIC LEARNING

- Session 1: Program Overview
- Session 2: Materials Exploration
- Session 3: Classroom and Schoolwide Implementation

LUNCH

AFTERNOON

Theme: Teaching Lions Quest Programs

MODULE 3: ENERGIZERS AND HOW THEY CONNECT TO LIONS QUEST AND SOCIAL AND EMOTIONAL LEARNING

MODULE 4: USING THE LIONS QUEST LESSON DESIGN AND APPLIED INSTRUCTIONAL STRATEGIES

- Session 1: Focus on Instructional Practices
- Session 2: Lesson Modeling and Video Demonstrations of Instructional Practices in the Lesson Design
- Session 3: Now It's Your Turn
- Session 4: Workshop Reflection and Closure

TWO-DAY WORKSHOP

DAY ONE MORNING

Theme: The Relationship-centered Learning Community and Program Overview

MODULE 1: ESTABLISHING A RELATIONSHIP-CENTERED LEARNING COMMUNITY

- Session 1: Building Community
- Session 2: Creating Student-Generated Shared Agreements and Standards of Behaviors

BREAK

MODULE 2: PROMOTING A SCHOOL-HOME-COMMUNITY APPROACH TO SOCIAL, EMOTIONAL, AND ACADEMIC LEARNING - PART 1

- Session 1: Program Overview
- Session 2: Materials Exploration

LUNCH

DAY ONE AFTERNOON

Theme: Lesson Design and Instructional Practices

MODULE 2: PROMOTING A SCHOOL-HOME-COMMUNITY APPROACH TO SOCIAL, EMOTIONAL, AND ACADEMIC LEARNING - IMPLEMENTATION – Part 2

- Session 1: Classroom and Schoolwide Implementation

BREAK

MODULE 3: USING THE LIONS QUEST LESSON DESIGN AND APPLIED INSTRUCTIONAL STRATEGIES

- Session 1: Introduction to SEL Skills and LQ Lessons - Part 1
- Session 2: Phases of the Lesson Design and Lesson Modeling
- Session 3: Focus on Instructional Strategies

DAY TWO MORNING

Theme: Now It's Your Turn

MODULE 4: NOW IT'S YOUR TURN FOR TWO-DAY WORKSHOP

- Session One: Introduction to SEL and LQ Lessons Pt. 2: Modeling SEL Competencies in the Classroom
- Session Two: Preparation for Now It's Your Turn

BREAK

- Session Three: Now It's Your Turn: 40-minutes presentations
- Session Four: Reflection on Module 4

LUNCH

DAY TWO AFTERNOON

Theme: Building the Home-School-Community Partnership

Note: The following modules are selected by the workshop sponsor based upon the focus area of the workshop.

MODULE 5: TOPIC MODULES - SPONSOR'S CHOICE

- Topic Module 1: Empowering Young People through Service-Learning
- Topic Module 2: Implementing a Systemic Approach to Bullying Prevention
- Topic Module 3: Promoting Healthy Decisions and Preventing the Use of Alcohol, Tobacco, and Other Drugs

BREAK

MODULE 6: PUTTING IT ALL TOGETHER

- Session 1: Implementation/Commitment
- Session 2: Closure