

# Leadership Workshop Bid Form



School \_\_\_\_\_

Address \_\_\_\_\_

Phone # ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Fax #( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

E-mail \_\_\_\_\_

Advisor(s) \_\_\_\_\_

IAJHSC District \_\_\_\_\_

**Please** ✓

\_\_\_\_\_ We would like to host a Fall Leadership Workshop.

Proposed day and date: \_\_\_\_\_

Alternate day and date: \_\_\_\_\_

\_\_\_\_\_ We would like to host a Mid-Year Leadership Workshop.

Proposed day and date: \_\_\_\_\_

Alternate day and date: \_\_\_\_\_

**Principal's Signature** \_\_\_\_\_

Your District Adult Director and District Representative will work with you in planning all aspects of the workshop, including **lesson plans for workshop activities**. Mailing labels for district schools will be provided. The following workshop materials are available to be downloaded from the Members Only section of the IAJHSC website.

- |   |                                 |
|---|---------------------------------|
| Workshop Checklist                        | Registration Record Form        |
| Workshop Budget Planning Form             | Sample Agendas                  |
| Host School Member Volunteer Sign-up Form | Guide for Activity Facilitators |
| Sample Workshop Invitation                | Sample Snack/Meal Ticket        |
| Sample Registration Form                  | Workshop Evaluation Form        |

Participants are charged \$7.00 if only a snack is served, or \$10.00 if a meal is provided. [IAJHSC policy is that expenses **not** exceed \$5.00 per paid participant if the registration fee is \$7.00, \$8.00 per paid participant if the registration fee is \$10.00.] Host school students and advisors are charged **half** of the workshop registration fee (\$3.50 or \$5.00). The reimbursement for host school workshop expenses will only be sent once all complete and correct paperwork and monies are sent to the Workshop Director, who will then inform the Treasurer of the amount to be reimbursed.

**Once completed, please send this form to your District Adult Director.**

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\_\_\_\_\_ Leadership Workshop Bid accepted for (what date?) \_\_\_\_\_

\_\_\_\_\_ Leadership Workshop Bid not accepted because \_\_\_\_\_

Adult Director \_\_\_\_\_ Date \_\_\_\_\_

**Adult Directors:** Please send a copy of the accepted Leadership Workshop Bid Form to the host school advisor(s) and the IAJHSC Workshop Director.