

Leadership Workshop Bid Form



School _____

Address _____

Phone # (_____) _____ - _____ Fax # (_____) _____ - _____

E-mail _____

Advisor(s) _____

IAJHSC District (circle one): ME MW N NE NEL NW SE SW

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 _____ Date _____

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
Workshop Budget Planning Form
Host School Member Volunteer Sign-up Form
Sample Workshop Invitation
Sample Registration Form

Registration Record Form
Sample Agendas
Guide for Activity Facilitators
Sample Snack/Meal Ticket
Workshop Evaluation Form

ALL Participants are charged \$7.00 if only a snack is served, or \$10.00 if a meal is provided. IAJHSC policy is that expenses **do not exceed** \$5.00 per paid participant if the registration fee is \$7.00 and \$8.00 per paid participant if the registration fee is \$10.00. The reimbursement for host school workshop expenses will only be sent once all complete and correct paperwork and monies are sent to and double checked by the Workshop Director. The Workshop Director will then submit a reimbursement request to the IAJHSC Executive Treasurer. The reimbursement will be sent as soon as possible.

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

 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.

Revised: Spring ~ 2020