



S.M.A.R.T. Workshop Application

Workshop Costs

- S.M.A.R.T. Workshop Base Fee \$10,500
- Training Materials per participant**:
 - S.M.A.R.T. Manual - **\$50 per manual**. This is used throughout the 3-day workshop and as a reference tool when implementing the program.
 - S.M.A.R.T. Curriculum Guide - **\$40 per manual**. This is used throughout the 3-day workshop and an essential tool when implementing the program.
 - Make and Take Materials - **\$35 per person**. These materials are used by participants to create items they will take back to the school with them so they can immediately start implementing the program.

**** These items are required and cannot be shared.**

In addition to the base fee and material costs, other expenses include:

- **Travel Expenses for 3 member S.M.A.R.T. Team** **\$ to be determined**
 - These include airfare, rental car and gas, mileage, hotels, food and shipment of materials to the workshop site (materials do not always ship from our Minneapolis location, as they may come from a different workshop location).
*Please note that additional hotel nights or travel arrangements may need to be made based upon workshop location. The MLRC will always work to be economical while also making sure the needs of presenters are met.
 - If the number of participants is larger than 40, it is left up to the discretion of the MLRC to send another presenter and the additional cost of that will be **\$1,500 plus expenses**.
- **Additional Costs** **\$ to be determined**
 - The host site is expected to pay for:
 - Rental Space for the workshop
 - Meals, snacks, and beverages for the participants during the workshop. The MLRC can provide the host site with a list of suggestions for snacks and meals.
 - Pencils, pens, post it notes and highlighters for each participant
 - Substitute teachers or stipends if required for host sites' own participants attending the workshop

S.M.A.R.T. Workshop Contact Information Form

This form needs to be completed if you are interested in hosting a workshop. ~~along with the contract that is on the next page.~~ The contract on the following page needs to be completed if you are confirming and reserving your workshop date.

Workshops will be confirmed and contracted on a first come, first serve basis.

Contact information:

Name: _____ Date: _____

Position: _____

School/Organization Name: _____

Address: _____

City/State/Zip: _____

Phone Number: _____ Fax Number: _____

Email: _____

Alternative Phone Number: _____

Number of participants expected: _____ Funding Source: _____

Will you be co-hosting the workshop with other schools/organizations? _____

Do you wish to have the workshop open to other schools and advertised by MLRC? _____

Please indicate the dates that you are interested in hosting a workshop**: _____

Please indicate the type of facility where workshop will be held:

School: ___ Hotel: ___ Convention Center: ___ Other (please describe): _____

***If held in the summer, site must be air-conditioned.**

****Please note that S.M.A.R.T. workshops run Tuesday - Thursday and cannot start on Mondays unless discussed and approved by MLRC.**

S.M.A.R.T. Workshop Contract

This is to confirm that the site below will host a S.M.A.R.T. Workshop and needs to have all information filled in.

Name of Host Site (school, district, etc.) _____

Date of the S.M.A.R.T. Workshop: _____

Designated Contact Person: _____

Phone Number: _____ Fax Number: _____

Email: _____

Workshop Location Address: _____

City/State/Zip: _____

Billing Address: _____

City/State/Zip: _____

Contact Person for billing: _____

Phone Number: _____

The MLRC will bill one entity (fiscal agent) for the entire cost of the workshop. Should additional schools, districts, etc be interested in attending the workshop, the fiscal agent is responsible for any and all additional billing to those sites.

The Host Site must provide the MLRC a guaranteed number of participants two weeks prior to the first day of the workshop. Billing for all materials will be based on the guaranteed number. No refunds are issued for cancellations after the two week required date.

The workshop Designated Contact signer below understands and has agreed upon estimated costs for the SMART workshop. Based on these projected costs, the Host site, through the signature of the Workshop Designated Contact, agrees to pay all invoiced expenses from A Chance To Grow/Minnesota Learning Resource Center for the S.M.A.R.T. Workshop to be held on the above dates. All invoices will be from "A Chance To Grow".

Workshop Coordinator, Amy Deden

Workshop Designated Contact

Date

Date