

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

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

Your school will be reimbursed for expenses following the workshop. Participants are charged \$7.00 if 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 not charged for the workshop. If a meal is served, host school students should be charged for the cost of the meal only.

A host school will receive a voucher good for one (1) convention or Advisors' Leadership Workshop registration, usable through December 31st of the following calendar year. The bid form must be received by October 15th, and all money and reports must be submitted to the Adult District Director within one month of the date that the workshop was held.

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

_____ Leadership Workshop Bid accepted for (date) _____

_____ Leadership Workshop Bid not accepted because _____

Adult Director _____

Date _____

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