



## Office of Prevention Programs Workshop Agreement



Thank you for your interest in having a **CHAMPs Whole School Immersion** Workshop. We are finding CHAMPs to be an invaluable process that is positively impacting students and teachers across Broward County.

Workshop:		Location:	
Date:		Times:	
Contact:		Phone #:	
	This is our <b>agreement</b> and <b>confirmation</b> to be able to complete the training at your site. How many participants will be attending?		

The Office of Prevention Programs will:

- ✓ Pay for CHAMPs trainers, materials, and textbook for each participant.
- ✓ Set up 45 minutes prior to workshop and break down within 30 min of ending

**There must be an Administrator from your site present for the entire training.**

Host Requirements:

- ❑ Provide a room with tables for the appropriate capacity.
- ❑ Provide a screen or blank wall for the Powerpoint presentation.
- ❑ **Confirm a minimum of 75% of participants.** If the total is 40 or more, we will divide the participants into groups. Cancel with the OPP (754-321-2568) 48 hours prior to the workshop date if there are less confirmed.
- ❑ Agree to support the implementation of CHAMPs in the classroom by encouraging a master teacher at your school to **COACH** the teachers in an effort to sustain the program.
- ❑ **After the workshop allow access to trainers within 3-4 weeks, to collect in-class data and offer support to the faculty.**
  
- ❑ **This workshop agreement must be signed by Administration and returned ASAP:**

By Pony: Debra Rozsa Thomsen, Office of Prevention, KCW, 7<sup>th</sup> floor

By Fax: c/o Debra Rozsa Thomsen @ 754-321-2724

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_