



ATi Agreement & Presenter Information

EVENT INFORMATION:

- 1. Presenter(s): Appelbaum Training Institute -
- 2. The date(s) of the In-Service: December 19, 2016
- 3. The topic(s): Children: Next Generation (5 Hours)
- 4. Time for your presentation to start: 9:00 end: 3:30
Travel plans are made around these times. Any variations will need to be discussed at least 3 weeks prior to your event. Changes in original contracted time may incur a travel fee increase.
- 5. The time you prefer your presenter to arrive to set up: 8:00-8:15 A.M.
- 6. Are you catering or are the participants leaving for lunch? no Time 12-1:30 Lunch
- 7. Is there any special event at school that day or before your ATi Inservice?
no
- 8. Is there any event happening at your school, district or city that day that could be a distraction for the participants? (Ex: Homecoming, First or last day of school, Spring break, Sporting event, other staff development.)

Please describe. Maybe Christmas?

9. **Please** give a brief breakdown of the amount of teachers and staff attending so your presenter may prepare.

Birth - 5yrs <u>Approx. 154</u>	6-8 Grade <u> </u>	9-12 Grade <u> </u>
K-5th Grade <u> </u>	6-12 Grade <u> </u>	Support Staff <u> </u>
Counselors <u> </u>	Principals <u> </u>	Asst. Principals <u> </u>
Special ED Teachers <u> </u>	Early Childcare <u> </u>	Infants/Toddlers <u> </u>
University Education Students <u> </u>		
Other Staff: Please detail <u>Ed. Director - 1 Ed. Asst. 5</u>		

10. In-Service Contact Name: Lucy Trejo

Title/Position: Education Director

E-Mail: ltrejo@webbcountytx.gov

Work#: (956) 722-6571 Cell#: (956) 231-7577

Home#: () Other#: ()

Please complete fully for your presenter to make contact prior to your event AND/OR in case of Emergency

11. Back up Contact in case of Emergency and initial contact cannot be reached.

Name: Belinda Martinez Cell: (956) 333-8392 Home:

12. The **physical address** where your Inservice will be held?

School: Laredo Community College, Martinez Fine Arts Center, Room 100

Attention: William Hauseman, Theater Director

Address: West End Washington Street

City: Laredo State: TX Zip: 78040

What room will your workshop be held in? Room 100

Is this room climate controlled? yes

Return this Agreement to ATi by:

11-8-16



Where should the ATi presenter check in and with whom?

Laredo Community College, Mr. Hauseman or Lucy Trejo, Ed. Director for the Head Start Program

13. Is this also the address where we can ship Handouts and Supplies? Yes [] No [x]
If not, please fill in the address to ship our Handouts and Supplies.

School: Webb County Head Start Program
Attention: Lucy Trejo
Address: 2802 McDonnel Ave.
City: Laredo State: TX Zip: 78040

*****Your Presenter will Need the Following*****

A screen, a table for their props and materials, a lapel microphone or one with a very long cord, 2 power cords, and another table or A/V cart to place their laptops and projectors for their power point, a sound system with speakers, and a high stool/chair.
Some presenters also like a flip chart and will contact you in advance.
If you have a LCD projector please have it set up, the presenter will have a back up.
(A riser will be necessary for groups over 75)

TRAVEL INFORMATION:

14. Closest Major Airport: Laredo International Airport

15. Distance from Airport to your Location: Airport to Hotel below, 6.9 miles

16. Hotel/Motel Recommendations for the presenter(s) to stay:
Name Ramada Plaza Laredo Number: (956) 727-5800
Address: 800 Garden Street

Distance from hotel to your event: This hotel to Laredo Community College, LCC 1.5 miles

17. Directions from Airport to your location: Please verify Mapquest, Google, or Yahoo maps and state which is correct, IF NEITHER IS CORRECT - PLEASE ATTACH GOOD DIRECTIONS:

18. Have you attended an ATi conference or had an ATi presenter at your school/district before?
Yes [x] No [] Please list: Oct. 7, 2016- The Keys to Excellence for Child Care Managers

19. What other topics are of need in your school or district for future staff development events?
Math & Science, Beh. Management

20. Other information for your presenter: Will have approx. 18 Teachers working with 0-3 age groups and the rest will be Head Start Teachers and Teacher Assts. who work with 3-5 yr. old children. Easy to motivate staff, excellent participants!

Return this Agreement to ATi by:

11-8-16



SHIPPING AND MATERIALS INFORMATION:

21. Appelbaum Training is printing and shipping all materials for my event:

Yes No *You will be responsible for printing the participant handout.*

IF YES: When the boxes arrive, **PLEASE open your boxes** to verify that the resource handout(s) match your event topic(s). An inventory is provided to the speaker(s) for your event. Please make sure that the boxes we send are kept in a safe place so there are the appropriate amounts of materials for your event. If you require additional materials for your event, please contact ATI at 1-800-374-2291 as soon as possible - *additional fees will be applied.* Certificates of completion, door prizes and other materials for your presenters may be in the boxes. Please keep the boxes intact until you hear from the presenter and are informed otherwise.

IF NO: What day do you need the pdf of the materials to have them printed for your event? _____

Please print all materials front/back or front only and have them stapled or bound for your participants. No color is necessary in the printing. Permission is granted for you to reproduce the materials for the stated date(s) on the agreement only. Any future reproduction is considered to be trademark infringement.

22. What other topics are of need in your school or district for future staff development events?

Math and Science teacher made activities for young children

23. Other information for your presenter: _____

Page 1-3 are provided to your presenter(s) for their planning for your event. Please be as **detailed as possible**. Feel free to add an additional page of information if you feel it is necessary. The more prepared we are in advance for your event - the better your event will be - and the more you will be appreciated for bringing Appelbaum for your event.

Completed by: _____ Date: _____

ADDITIONAL INFORMATION

If applicable, do you want forms processed for your team to receive CEU's for attending the inservice? _____

States we must have advanced notice: CT, IL, MA, MI, MS, NJ, PA, RI, TX, WA, and WI. **We will need a minimum of 60 days prior to the event to process the paperwork for this to be done.** For IA we need 6 months on any early childhood custom programs.

Thank you again, for choosing the Appelbaum Training Institute for your staff development needs. We appreciate your effort in bringing ATi for your team.

Return this Agreement to ATi by:

11-8-16



FINANCIAL INFORMATION:

24. The total fee that you are responsible for is \$ 6,650.00

If you have contracted for ATi to provide your materials, you will receive resource materials and certificates of completion for 160 participants. This rate is all inclusive and in total for ~~all~~ materials, shipping, handling, door prizes, presenter fees and all travel expenses including airfare, hotel, taxi or rental car tips etc and meals. Additional materials or participants will require an additional fee. Please contact the office at 1-800-374-2291 at least 10 days before your event if you feel the number of participants will be different from what you have contracted.

If you have elected to print the materials for your event a pdf will be sent by the date stated on page 3. Please have the resource materials printed and ready to go the day before your event for the presenter. If you make any changes in any way please notify the office in ample time to make adjustments. The total rate above includes presenter fees and all travel expenses including airfare, hotel, taxi or rental car tips etc and meals.

25. Billing Information

District or School Name: Webb County Head Start/Early Head Start/OCP Program Phone: 956.722.6571

Attention: Lucy Trejo Title: Ed. Director

Address: 2802 McDonnell Ave.

City: Laredo State: TX Zip: 78046

26. Please select a payment option.

- Speaker will pick up a check for total amount due morning of In-Service.
 - Full payment made in advance. Credit card#: _____ Exp. _____ Code _____
 - School will issue a Purchase Order for payment. (**Please attach copy**)
- PO# _____ (must be received prior to event)

Funding source for your event: _____

27. PRINTED MATERIAL:

The Appelbaum Institute must approve any materials, agendas, and/or advertising for your event other than the actual ATi brochure information from one of our programs *no later than one month* prior to your event. **If you send out any information in reference to this event please fax a copy to our office for your presenter.**

28. CANCELLATION POLICY:

Once ATi receives your *signed agreement*, travel expenses are incurred. Therefore, **any cancellation** after the signed contract is received in our office will result in travel fees being paid by you. If materials have been shipped you will also be responsible for returning them. If the materials are not returned, you will be responsible for the **full fee** of your scheduled inservice. If the speaker has arrived for your event you will also be responsible for their fee as well as any expenses incurred. If the speaker that is scheduled for your program is unable to come due to an emergency, an equally dynamic, qualified presenter will substitute.

Jo Ana Davidson
Jo Ana Davidson, Staff Development Coordinator

Lucy Trejo
Professional Development Coordinator
Agrees to the terms set above

11-4-16

Date

11-11-14

Date

Please fax back to (281) 494-5268 ASAP
Thank You!

Mailing Address: 104 Industrial Blvd., Suite A
Sugar Land, TX 77478

Note: The Appelbaum Training Institute reserves the right to release the held speaker if your signed copy is not returned at *least 20 days prior* to the In-Service.



Children: The Next Generation

You do not have to choose. All of the following topics will be included.

Say "No" to Discipline Dilemmas and "Yes" to Solutions

Sure-fire solutions for battling childcare and preschool problems ★ Whining ★ Meltdowns ★ Hurting behaviors ★ Bathroom battles ★ Meal-time mischief ★ Naptime blues ★ Not listening ★ Power Struggles ★ Screaming ★ Potty Mouth

25 Awesome Brain Games to Promote Learning

Easy fun activities to foster problem solving and thinking skills ★ Help young children develop imagination & creativity ★ The Hilarious Hippotomus Game ★ Walky, Walky Stop ★ The Sound Scavenger Hunt ★ The Animal Walk ★ The Whatchamacallit Bag ★ Tippy Tap ★ Entertaining educational activities

Create a BIG Love of Language and Literacy

Turbo-charge language and literacy skills in young children ★ How to create classroom conditions that foster language & literacy development ★ Great literacy centers ★ Using picture books to build critical thinking skills ★ Ideas galore to enhance language and literacy skills

Winter Wonderland of Awesome Activities for 2016-2017

Winter can be cold and the weather can sometimes be gloomy, but with these activities you will bring sunshine and sparkle into your classroom regardless of the weather outside. Great activities to combine learning and joy and love. Frosty Dramatic Play ★ Winter Fun Math and Sensory Play ★ Fun crafts ★ Snowman Dress Up ★ Snowman in a Bottle ★ A special winter gift for children to make that parents will love ★ Fun times for winter

20 Must-Knows for Team Building with Parents

The number one thing that all parents want and how to give it to them ★ 5 things every early childhood teacher needs to know ★ Keys to transforming parents into teams working together

10 Time-Tested Strategies to Make Teaching Easier and Better

Treasure trove of success secrets for early childhood teachers ★ Tried and true tips ★ Preparing for the unexpected ★ Adding humor and to your classroom ★ How to make every day a fun experience for yourself and the children ★ Learn the important "2 O's" for classroom planning to make your classroom zing

Help for Kids with Life Changes: Divorce, Illness, Loss, New Baby

Learn what to say to help children cope with life changes ★ 5 must-knows for helping children through traumatic events ★ What to say and do for children going through: Divorce ★ Separation ★ New Baby ★ Illness ★ Death ★ Remarriage ★ Loss of a pet

