

\_\_\_\_\_ (organization) enters into an agreement with Darkness to Light

\_\_\_\_\_ to host a Stewards of Children Facilitator Workshop at:

\_\_\_\_\_ (location)

\_\_\_\_\_ (street address)

\_\_\_\_\_ (city, state, zip)

On: \_\_\_\_\_ (date)

Contact Name: \_\_\_\_\_ Contact Email/Phone: \_\_\_\_\_

**Host Organization agrees to:**

1. Guarantee a minimum of 10 participants for the workshop.
2. Reimburse Darkness to Light Authorized Instructor for expenses incurred traveling to and from scheduled Facilitator Workshop, including airfare, hotel, food, transportation, mileage, taxi, etc.
3. Make arrangements for the facility and A/V equipment including ability to present a DVD with audio and PowerPoint (to be available from 8:00 a.m. – 5:30 p.m.). Ability to connect to the Internet is desirable.
4. Provide continental breakfast, snacks (am and pm breaks), beverages, and lunch menus/delivery (if there are not restaurants close by) for all participants during workshop. It is the participant's responsibility to pay for lunch unless otherwise determined.
5. Make arrangements for parking for participants.
6. Provide a 30-day cancellation notice to Darkness to Light in the event the training is cancelled other than for an act of war or natural disaster.

**Darkness to Light agrees to:**

1. Utilize and provide the established Darkness to Light training agenda, curriculum, and materials for the workshop listed above.
2. Post Facilitator Workshop to D2L web site and handle processing of registrations.
3. Ship all Facilitator Workshop materials for participants to location prior to the workshop.
4. Submit request for reimbursement of Authorized Instructor's travel expenses by the requested date after completion of workshop. (If you require a specific form to be used, please provide).
5. Provide each newly trained facilitator with their Stewards of Children DVD and access to the password-protected facilitator area of the D2L web site.
6. Provide ongoing support via D2L staff and web site including promotional materials, grant templates and samples of child safety policies and procedures, etc.
7. Compensate the authorized instructor for leading the Facilitator Workshop.

**Please check the following as it pertains to this Facilitator Workshop:**

Facilitator Workshop is open to the public: \_\_\_\_\_ Yes \_\_\_\_\_ No

Participant registration fee of \$450 will be paid by: \_\_\_\_\_ Participants or their respective organizations

\_\_\_\_\_ Host organization is providing scholarships for \_\_\_\_\_ participants

\_\_\_\_\_ is providing scholarships for \_\_\_\_\_ participants  
(name of agency)

IN WITNESS WHEREOF, the parties have executed this AGREEMENT on the dates accompanying the signatures below.

**Host Organization:**

\_\_\_\_\_  
Signature & Title

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

**Darkness to Light:**

\_\_\_\_\_  
Signature & Title

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