



To whom it may concern,

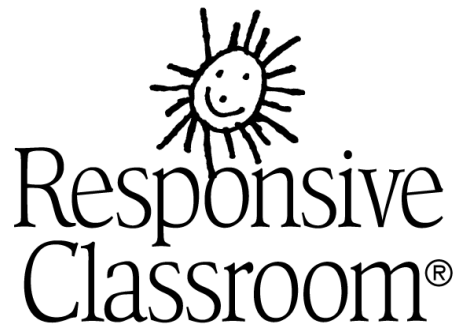
Thank you for your interest in hosting a Responsive Classroom Summer Institute. We would like to explore the possibility of holding an institute in your area. We select our host schools carefully, taking into account both the interest in the surrounding area and the physical make-up of the school itself. Enclosed is a sample of our Host Agreement. It is the document which outlines the summer institute materials and space requirements.

I am already in the process of gathering details about possible sites for summer 2012. There is no deadline to apply, but each year we choose our final host sites for the following summer by **October**. Part of this packet is a checklist that details some of the attributes we look for in a host location. Consider the questionnaire the official application and it will give me some information about your school's physical characteristics and the spaces that may be available. Please fill it out, add a floor plan and any other information you think is pertinent, and return it by email, mail, or fax. If you have any questions, you can contact me using the information below.

Sincerely,

Danielle Letourneau-Therrien  
Manager of Customer Service and Operations, NEFC  
800.360.6332 x 127  
[danielle@responsiveclassroom.org](mailto:danielle@responsiveclassroom.org)

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85 Avenue A, Suite 204  
PO Box 718  
Turners Falls, MA 01376-0718  
Phone: 800-360-6332 – Fax: 877-206-3952



## INSTITUTE HOST AGREEMENT

### Overview

Thank you for your interest in hosting a *Responsive Classroom* Institute. This document outlines your responsibilities as a host site, please read this document carefully.

As the host school, you will receive five (5) free tuition enrollments in the institute. In addition, your school food services are given the option of providing the catering needs for the institute and being reimbursed at a fair market rate.

If you are a non-school host site and will not be taking advantage of the free tuition enrollments, arrangements will be made for rental of your facilities.

### Host School Responsibilities

#### 1. Provide necessary spaces and equipment.

Provide an institute environment that is welcoming, comfortable, accessible, and attractive for the teachers who are coming from all over the country to visit your school. We ask that you leave some children's work in the hallways and on the walls of the institute classrooms. We do understand that during the summer months your school may be engaged in a cleaning schedule but ask that you do whatever is necessary to accommodate your visitors and the institute.

We will need space and equipment to run our institute for approximately 150 participants. Each day we begin together for about 30 minutes, and then spend the majority of the day in sections of 25 people each. There are certain requirements for Full Group Spaces and Classroom Spaces. Before the end of the year we will let you know how many total classrooms we will need. For now, plan to use 12 classrooms for the week.

#### Full Group Spaces

One large gathering space to accommodate 150 adults. This space will be used for the institute opening, the daily singing, the display of products and the morning refreshments. It may also serve as a lunchroom. This space is best when it is an "All Purpose Room" or a cafeteria. We will need:

- Adult seating with tables for 150 adults.
- 4 (6' or 8') tables for products.
- 3 (6' or 8') tables for morning refreshments and catered lunches.
- Amplification system.
- Overhead projector or LCD projection system and screen.
- 1 chart stand. We will provide chart paper.

Registration space in or near the gathering space. We need:

- 1 or 2 (6' or 8') tables for registration (Monday only).
- 1 table for nametag-making. Note: Registration happens only on Monday and products are not on display until Tuesday so registration tables can be reassigned for product sales after the opening. One nametag table may be needed throughout the week.

Dining space for participants to be served and eat continental breakfasts and lunches. This space for meals may be the same as the large gathering space. Buffet tables should be double sided. There should be plenty of comfortable seats inside and out for participants to enjoy meals. Picnic tables outside, if you have them, are a real plus.

Air conditioning is required for this full group space.

### Classroom Spaces

Institutes are organized in grade level sections, each section having up to 25 participants. Plan on providing space for 6 sections. We will use 2 classrooms for each section for a total of 12 classrooms.

Each section will need:

- A circle of 25 - 30 adult-sized chairs in one room.
- Several tables for small group work for 25-30 adults in the second, adjacent room.
- A chart stand/instructional easel with a lip for writing utensils in both rooms. We provide the paper for the chart stands.
- Air conditioning in both rooms.

### 2. Provide necessary classroom materials.

Required in each section:

- LCD projector and screen or Smartboard
- DVD player and monitor.

Before the end of your school year we will confirm the number of sections at each grade level so that you can collect the necessary materials before your teaching staff packs up their materials for the summer.

### 3. Provide certain designated services. A partial list of these services includes:

Arranging for a school staff member to meet NEFC staff at the school building on Sunday afternoon before the institute. The school staff member needs to be able to open the building by noon on that Sunday and to lock the building, generally before 5:00 PM

on that same day. This staff person is expected to remain on site during the time that the Presenters are preparing the site for the institute.

Having sufficient school staff on hand (generally between 3 and 5 staff members) to help unpack institute materials, set up institute spaces and have necessary classroom materials ready to bring to each presenter's section on Sunday.

Having 2-3 school staff members arrive at 7:30 AM on Monday morning to help with registration.

During the week, having a school staff member provide support for NEFC presenters in their individual sections (daily clean up, relay messages, etc.).

Helping on Friday with clean up, packing and the NEFC loading van. The institute ends at 12:30 PM on Friday. Your staff member(s) helping with clean up should plan to leave the school no earlier than 2:00 PM.

It is understood that any school staff member who is providing any of these or other designated services is an agent or employee of the school, and not of NEFC, and as such the school agrees to indemnify and hold NEFC harmless for any damage, liability and expense, including reasonable attorney's fees incurred by NEFC on account of the provision of the designated services.

4. Provide Catering Information or Support: The host site will be given the option to submit a quote to provide catering services for the week. If your cafeteria staff would like to provide the institute's meals they must organize, purchase, set up, serve and clean up breakfast Monday through Friday and lunch Monday through Thursday. They should plan to serve approximately 150 people for the week. Please provide the Food Services Contact on the signature page of this agreement. They will be contacted by the workshop coordinator to submit a price quote. The final decision for catering will be made by NEFC. If your school is not providing the catering, please provide a list of recommended local professional caterers.
5. Provide a list of recommended local accommodations, hotels, motels and bed and breakfasts.
6. Provide NEFC with directions and a map to the school building(s).
7. Provide NEFC with a floor plan of the school building(s).
8. Provide for incoming emergency calls and outgoing local or credit card calls and fax communication and photo copying. NEFC will reimburse for any copies made.
9. Provide an on-site building contact person who will be at the school site each day of the institute week.

# Responsive Classroom<sup>®</sup>

## **RESPONSIVE CLASSROOM<sup>®</sup> SUMMER INSTITUTE HOST SCHOOL INFORMATION FOR SUMMER 2012**

The following information will help us determine if your site would be suitable for a Responsive Classroom Summer Institute.

School \_\_\_\_\_

Contact (Mr./Mrs./Ms./Dr.) \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ ext: \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_

Summer 2012 dates available (Sunday 12 PM through Friday early afternoon):

June	6/4	6/11	6/18	6/25	Please circle all available dates and write your top three choices below:
July	7/9	7/16	7/23	7/30	
August	8/6	8/13	8/20	_____	

We have separate (please circle all that apply):

Cafeteria    Gymnasium    Library    Auditorium

Other large gathering space \_\_\_\_\_

\_\_\_\_\_ (#) regular classroom spaces available for summer use

\_\_\_\_\_ (#) LCD projectors

\_\_\_\_\_ 6 or more DVD players and monitors (combo ok)

\_\_\_\_\_ 6 or more chart stands / easels

\_\_\_\_\_ a microphone and sound system for the large gathering space

We are fully air conditioned yes no

We are partially air conditioned (please explain) yes no

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We can help NEFC arrange to rent window air conditioners for institute classrooms yes no

Other notes about air conditioning? \_\_\_\_\_

We have a large playground area (please circle details) yes no

Playing Fields      Grassy Area      Playground Equipment

We have adequate parking for 100 cars yes no

Other public transportation info:

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We can provide chart stands and other teaching materials yes no

We have at least 200 adult sized chairs available yes no

We can provide for services listed in the host agreement yes no

Our cafeteria staff would like to perform catering for the week yes no

Are there other summer programs in the building? yes no

Please describe \_\_\_\_\_

There is convenient commuter rail service or city buses to our location yes no

The closest airport serving our school is \_\_\_\_\_, which is \_\_\_\_\_ miles from our school.

Please include a floor plan of the school.

Other information that might be useful to NEFC in planning institute locations. (You may attach other pages):

Please return this form by email, fax, or mail:

[Danielle@responsiveclassroom.org](mailto:Danielle@responsiveclassroom.org)

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