



## **ORGANIZERS GUIDE**

for *s2H* Workshop



# SUICIDE TO HOPE ORGANIZER GUIDE

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# CHECKLIST

Organizer Name:	Phone:	Email:
Facilitator Name:	Phone:	Email:

The checklist below provides suicide to Hope workshop organizers and facilitators with a timeline of essential preparation, implementation and follow-up tasks. The checklist is most effective when the organizers and facilitator discuss and collaboratively make assignments for each task. Numbers in parentheses next to the tasks represent sections in this guide where those tasks are discussed in detail. This checklist can be copied.

ORGANIZER	FACILITATOR	COMPLETED			
			<b>CONTACT AND DISCUSS</b>		3 MONTHS
			Download and use the <i>suicide to Hope Organizer Guide</i> from <a href="http://www.livingworks.net">www.livingworks.net</a>		
			Contact facilitator to discuss fees and availability		
			Determine number of participants (4)		
			Discuss facilitator fees and costs in general, as well as promotional information (2, 3)		
			Discuss facilities and equipment needed in general (5) (6)		
			Determine possible workshop dates		
			Review the <i>suicide to Hope Organizer Guide</i>		3 MONTHS
			<b>ESTIMATE COSTS</b>		3 MONTHS
			Per-participant support fee (1)		
			Facilitator fees and expenses (2)		
			Facilities (5)		
			Equipment (5)		
			Participant materials from LivingWorks (6)		
			Advertising and marketing (3)		
			Refreshments (5)		
			Catering for refreshments and lunch (5)		
			Nametags (6)		
			Flip chart markers/whiteboard markers (6)		
			Surface-friendly tape (masking or painters tape) (6)		
			Folder to hold materials, if to be used (6)		
			Administration (7)	<b>Total \$</b>	
			<b>SET DATES</b>		3 MONTHS

ORGANIZER	FACILITATOR	COMPLETED		
			<b>CONFIRM DATES WITH FACILITATOR</b>	3 MONTHS
			<b>CHECK AND RESERVE FACILITIES</b>	3 MONTHS
			Large-group room (check the acoustics) (5)	↓
			Flip chart easels and paper, or whiteboards if available	
			Food services (5)	
			Seating and tables (5, Example 1)	
			Equipment availability (5)	
			<b>PROMOTE THE WORKSHOP</b> (media contact templates are available on the website)	2 MONTHS
			<b>ESTIMATE NUMBER OF PARTICIPANTS</b>	6 WEEKS
			<b>CONTRACT WITH FACILITATOR</b>	6 WEEKS
			Confirm with facilitator (2, Example 3)	↓
			Confirm fees, expenses and costs (2, Example 3)	
			Confirm what equipment the facilitator will provide (5)	
			Finalize facilitator travel and other arrangements	
			<b>ORDER PARTICIPANT MATERIALS FROM LIVINGWORKS</b>	6 WEEKS
			<b>ORDER EQUIPMENT</b> (confirm equipment needs with the facilitator and provide what is needed)	1 MONTH
			DVD player (confirm need with facilitator) (5)	↓
			For the room: projector, screen, speakers, laptop (or DVD player and television), extension cord, power bar with surge protection (some equipment may be provided by the facilitator) (5)	
			Flip charts (5)	
			Press and media contact (13)	
			<b>GET REMAINING MATERIALS</b>	2 WEEKS
			Copies of certificates and participant list forms (8)	↓
			Easel and paper for the room (5)	
			Nametags (6)	
			Flip chart markers/whiteboard markers (6)	
			Surface-friendly tape (masking or painters tape) (6)	
			Participant folders, if to be used (6)	
			<b>IF PARTICIPANTS ARE PRE-REGISTERING</b>	2 WEEKS
			Collect fees/send out pre-reading material (8)	↓
			Gather information for certificates and participant list (8)	
			Prepare certificates and participant list (8)	

ORGANIZER	FACILITATOR	COMPLETED		
			<b>ALLOCATE ASSIGNMENTS; PLAN AND PREPARE</b>	1 WEEK
			Resources coordinator (15, 16)	
			Facilitator introductions (ask facilitator for information) (14)	
			Registration desk (12)	
			Room arrangement (Example 1)	
			Closing remarks (14)	
			Follow-up activities (16, 17)	
			<b>ARRANGE FACILITY AND EQUIPMENT</b>	EVENING BEFORE
			Post signage to workshop room (10)	MORNING
			Have someone staff the registration desk (10)	
			Greet participants (10)	
			Collect fees, if participants did not pre-register (10)	
			Gather information for certificates and participant list, if participants did not pre-register (10)	
			Distribute nametags (10)	
			<b>DURING THE WORKSHOP</b>	MID-MORNING
			Introduce the facilitator (10)	
			Prepare participant list, if participants did not pre-register (10)	
			Prepare participant certificates, if participants did not pre-register (12)	
			Have facilitator sign certificates (12)	
			Attend workshop if possible (12, 14)	
			Arrange refreshments for first break (12)	
			Arrange lunch (12)	NOON
			Coordinate media contact (13)	AFTERNOON
			Help arrange resources (16)	
			Arrange refreshments for second break (12)	
			Help distribute certificates and participant list (12)	
			Close workshop (12)	END OF DAY
			<b>AFTER THE WORKSHOP</b>	SHORTLY AFTER
			Finalize financial matters (2,17)	
			Send payment to facilitator or LivingWorks, if not already paid (2,17)	

# INTRODUCTION

**The *suicide to Hope Organizer Guide* is intended for persons responsible for organizing, promoting and presenting *suicide to Hope* (s2H). It provides the information needed to organize *suicide to Hope* in your area or for your organization. If you are interested in being or have been asked to become a workshop organizer, you will need to be thoroughly familiar with this guide. Numbers in parentheses beside the tasks in the checklist indicate sections in this document where you can find additional information**

The success of any *suicide to Hope* workshop depends on excellent teamwork between the facilitator and the workshop organizer(s). Workshop organizers generally perform a number of important tasks:

1. Advertising and marketing the workshop
2. Making arrangements for facilities, equipment and refreshments
3. Helping arrange for the travel, meals and accommodations of the facilitator
4. Collecting fees and managing financial matters
5. Registering participants and introducing the facilitator
6. Serving as a resource to participants and the facilitator
7. Helping to close the workshop

Although the participants will feel the workshop is conducted with a great deal of flexibility, this atmosphere is in fact facilitated by a highly organized infrastructure. You play an important part in creating this supportive infrastructure. Attention to detail during the organizational stage will add greatly to the overall success of the workshop.

## Organization of the Guide

This guide has two parts. First is a checklist, which can be copied, of all organizational tasks with timeline guides for their completion. Space is provided to indicate completion as well as to do initial cost estimates. Your facilitator may be in a better position to perform some of these organizational tasks. Thus, there is also a space to indicate who has assumed responsibility for a task. Background information on LivingWorks and *suicide to Hope* is available on the LivingWorks website at [www.livingworks.net](http://www.livingworks.net).

## 1. LivingWorks

LivingWorks trains and registers facilitators, modifies and updates workshop materials, distributes facilitator materials, reviews workshop feedback, maintains records, makes referrals, provides consultation and facilitates communication among facilitators. Facilitators and LivingWorks enter a contractual arrangement with each other to ensure the quality and integrity of the workshops. Several elements of this arrangement have a direct impact upon the organization of a workshop. The pre-participant fee pays for participant materials and LivingWorks services. To maintain the

integrity of the workshop, facilitators agree to follow the workshop's standard procedures, use standard participant materials and protect these materials from use in other types of presentations. To help maintain the quality of the workshop, facilitators submit a report and participant feedback on each workshop to LivingWorks.

While LivingWorks has final authority for the workshop, your primary contact is usually the facilitator or a regional coordinator. In many regions, there are local organizations that provide additional support to facilitators. Arrangements with these regional organizations sometimes modify the relationship between LivingWorks and facilitators. Sometimes, the regional organization reviews participant feedback before sending it on to LivingWorks. In a few cases, the regional organization administers the workshop and is the primary contact.

Your contacts for this workshop are listed below:

1.

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2.

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3.

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4.

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## 2. Facilitator Fees and Expenses

There are also various arrangements regarding facilitator fees and expenses. The cost of participant materials is set by LivingWorks; however, there is no guideline for other expenses or fees. Some facilitators do not charge fees because their employers are in effect paying for their services. Other

**Great teamwork between the organizer and facilitator will make for a successful workshop!**

facilitators work for themselves and thus should be adequately compensated for their efforts. In some regions, fees are controlled by a local agreement. Facilitator fees may or may not include costs associated with obligations to LivingWorks. A signed contract copy between your organization and the facilitator is highly recommended.

Facilitators may request per diem fees for both travel time and workshop time. When more than two workshops are scheduled consecutively, higher per diem rates may be charged. All transportation costs, meal costs, personal incidental expenses and accommodation costs of the facilitator are usually borne by the sponsoring organization. Typically workshop sponsors will have their own guidelines for these costs. In most cases the facilitator will be able to adhere to these guidelines. Additional fees may be charged for workshops when the facilitator is required to make a number of pre-workshop arrangements.



### 3. Marketing and Advertising

Marketing information is available from [www.livingworks.net](http://www.livingworks.net). This includes templates for pre- and post-workshop media releases. You can develop additional marketing materials from the content of this guide. It is important that all advertising and marketing materials accurately reflect the nature of *suicide to Hope*. While the workshop is designed to be flexible in meeting participant needs, the standard curriculum is both well-researched and evidence-based. Any significant changes to standard procedures require approval from LivingWorks. Such requests must be made by the facilitator well in advance of the workshop date.

Some prospective participants will assume that they already know the content of the workshop and press for a more specialized content. Resist these pressures. The skills that this workshop teaches are neither common nor usually evident in the s2H participants' day-to-day work.

Participants should be made aware of the "real" costs of the workshop. Most workshops are subsidized in one way or another. Facilities are obtained at a reduced cost. Facilitator fees are subsidized by their employers. Facilitators lower their normal fees. Organizers waive some or all of their costs. Equipment is borrowed. Refreshments are donated. The costs of training the facilitator initially were paid by some organization. As best you can, estimate the real cost of the workshop first and then indicate the level of subsidization and give credit to the benefactors before indicating the price to the participant.

### 4. Size of the Workshop

Each *suicide to Hope* workshop requires only one facilitator to conduct the workshop. The minimum number of registered participants is 9 and the maximum number of participants is 24. We appreciate that people register and then do not attend. We understand there are remote areas where there are fewer people able to attend. Therefore, if you deliver *suicide to Hope* to 1-8 participants, make a note of the circumstances so credit can be determined.

**24 is the maximum number of workshop participants.**

The maximum number of participants is not to exceed 24. Workshops of 25+ are not supported, and a second workshop should be scheduled.

## 5. Facilities and Equipment

The facility must have a large, classroom-style room with enough space to accommodate the participants. Refreshment breaks with a variety of nutritional drink and snack options are called for twice each day. (Check with your facilitator to see when these breaks are to be scheduled.)

Following is a list of all the equipment for a workshop:

- › For the room: projector, screen, speakers, extension cord, power bar with surge protection
- › Flip chart easels and paper; whiteboards are an option if installed and accessible. A multi-media projection system is an increasingly popular option. If you have to link monitors, you will need a splitter and a sufficient coaxial cable to position the monitors so that all of the participants can see a monitor.

## 6. Materials

Following is a list of all the materials for a workshop:

- › *suicide to Hope* curriculum participant kits (facilitator may supply)
- › flip chart marker pens/non-permanent marking pens
- › nametags
- › a roll of surface-friendly tape
- › folders for workshop materials and other information (optional)
- › Copies of a form that will be used to gather information for participant lists and certificates (be sure to handle personal information in a way that complies with privacy legislation in your area)

**Only active registered facilitators or an authorized representative can order participant materials.**

The charts and figures at the end of this guide show the room arrangements for the workshop. Facilitator activities are outlined so that you can follow the progress of the workshop. Review times and options with your facilitator. Record any changes for your workshop and note any reminders on the charts and figures. You may wish to copy the pages showing the room arrangement and distribute these pages to your helpers.

## 7. Administration Costs

The costs of organizing a workshop are often borne by the sponsoring organization, but some or all of these costs may be passed on to participants. While the cost of your time is clearly the greatest factor, you should consider telephone charges, mailing costs and photocopying costs. You may need to call LivingWorks or answer questions from various prospective participants who live in outlying areas. You will need a form to collect information for the list of participants and

for participant certificates, as well as some means to issue receipts. Facilitators assume responsibility for sending the workshop evaluations to LivingWorks since they need to send LivingWorks

**Participant lists help with future networking efforts.**

a report on the workshop, but you may also want copies of workshop feedback to include in a report to your sponsoring organization. You will need to photocopy sufficient copies of the participant list.

## 8. Pre-Registration

The *suicide to Hope* workshop is designed primarily for clinicians and other professional caregivers who work with persons recently at risk of and currently safe from suicide. For more detailed information, please visit: [www.livingworks.net/programs/suicide-to-hope](http://www.livingworks.net/programs/suicide-to-hope).

**Encourage participants to be on time, as late arrivals play havoc with the registration process.**

It is highly recommended that the full amount of any registration fees be collected in advance of the workshop. Given the requirements regarding group sizes, it is important to estimate fairly accurately the number of participants who will be attending the workshop. A pre-registration fee payment helps to ensure that those who indicate a desire to attend do attend.

Your facilitator may ask you to send the s2H pre-reading material to the pre-registered participants.

Pre-registration also provides another opportunity to stress the importance of arriving on time for the workshop.

You will need a list of the participants' names, phone numbers and email addresses. One of the expected outcomes from the workshop will be an increased motivation on the part of the participants to help improve community networking of Recovery and Growth resources. As a first step in this process, participants will typically want to have a list of the other participants who attended the workshop. Gather this information during pre-registration and you will be able to create the list and complete the participant certificates before the workshop begins.

Make it clear that providing this information is voluntary and that they are giving you permission to share this information with other participants. For example, you might put a phrase such as the following on your pre-registration form: "If you wish to share contact information with other participants, please fill in this part of the pre-registration form."

## 9. Workshop Schedule

The workshop is scheduled to start at 8:30 a.m. and end at 4:30 p.m. Lunch is scheduled to start at noon and end at 1:00 p.m. Two refreshment breaks are permitted: one in the morning around 10:30 a.m. and the other in the afternoon around 2:30 p.m. Minor variations in the break times are permitted.

As everyone's participation is needed throughout the workshop, the workshop is regarded as a "cellphone off" zone at all times except during lunch and breaks.

## 10. Registration and Morning of the Workshop

Registration is often one of the organizer's busiest times. Teamwork with the facilitator is essential. There are usually some late-registering participants. Nametags need to be filled out with the first name of participants written in large print on the tag. Even when a list of participants is available prior to the workshop and nametags have been filled out in advance, some last-minute changes will be necessary to get the preferred first name of participants on their nametag. If asked, also help the facilitator distribute the s2H workbooks to the participants.

Even with a pre-registration fee payment policy, a no-show rate of 5-10 percent is fairly common. As is the case generally, the taboo that surrounds suicide may also have an effect on attendance.

## 11. Local History

You may be asked to provide a brief statement on the local history leading up to the presentation of this particular workshop. You may also be asked to close the workshop at the end of the day. As a result, you come to be identified as the local networking and coordinating resource. The identification of a person in this role enhances the participants' motivation to network with other resources.

## 12. During the Workshop

During the remainder of the workshop, you will need to make sure refreshments are provided on time, make arrangements for the movement of tables and chairs for the different sections, and coordinate contacts with the media, if required. It is essential that refreshments are provided on

time. If you are short on resources, the facilitator may ask the group to help with rearrangement of the room.

**Providing lunch on site is essential.**

If you have not already done so during pre-registration, complete and photocopy the participant list and fill in the participants'

certificates later on in the morning of the workshop. Have the facilitator sign the certificates prior to the end of the day.

You should also help to hand out certificates at the end of the workshop. Your participation here symbolizes your importance to the success of the workshop.

You should not expect the facilitator, or feel obliged yourself, to be available for off-hours social or hosting purposes. Conducting the workshop is a demanding experience that involves lengthy review and preparation by the facilitator during off-hours. Likewise, you may have other responsibilities to attend to during off-hours.

## 13. Media contacts

Contacts with the media may occur through either the media's instigation or your desire to publicize the workshop. Contacts during the workshop must be carefully managed. The confidentiality of the group activities must be maintained. If media contact is required, the facilitator can provide information about the workshop through interviews conducted during non-workshop hours.

The facilitator and organizers should always agree on any contacts with the media prior to their occurrence. While considerable benefits can result from contact with the media, there are also a number of dangers. Media release forms should be signed by anyone agreeing to be interviewed.

## 14. Attendance at the Workshop

Participants are required to be in attendance for the full workshop. Those who leave the workshop early may not receive the certificate of completion. Participants who arrive late to the workshop may be denied attendance by the facilitator.

**Since you were important to the success of the workshop, be sure to attend the end of the workshop to receive thanks and deal with any follow-up ideas.**

Since many of your tasks either occur during non-workshop time or can be planned, attend the workshop if possible. This will help you to better perform your networking/coordination role following the workshop. Participation also helps to establish your networking/coordination role in the eyes of the other participants. Participants develop considerable camaraderie as a result of attending the workshop. Those who do not attend will have a hard time breaking into and feeling like a part of the group of participants who did attend. Note that if you plan to

attend, you need to be there for the full time. Movement in and out will likely be judged negatively, although some disruption will be tolerated, given your role.

## 15. Networking and Coordination role

The networking and coordination role has been mentioned several times. The need for a *suicide to Hope* workshop typically arises out of a larger interest within an organization or geographic area, with the workshop being appropriately seen as meeting some needs. A *suicide to Hope* workshop may be seen as a vehicle for stimulating local interest in the area of Recovery and Growth goals when working together with persons who have had suicide experiences.

The workshop will create awareness for two types of follow-up activities. First, there will be a consensus that the workshop should be given to others in a local area or a particular organization.

## 16. Resources for Participants

Second, another type of follow-up activity may be required. Some participants may have thoughts of suicide. Participants may become more aware that people whom they know might have thoughts of suicide. Workshop procedures ensure all participants are provided with a list of local resources and facilitators who will provide suicide first aid as needed. Organizers should endeavor to be as informed as possible about local resources to help with the development of appropriate action plans should the need arise.

## 17. Final Details

Meet all financial obligations to LivingWorks, the facilitator and the facilities. If you must send checks directly to LivingWorks, write the date, location and type of workshop on the check. The website is your source of background information, media contact templates and current information about all LivingWorks programs.

Taking care of these details supports the success of the workshop. Your role in this is much valued by the *suicide to Hope* facilitators and by LivingWorks.

## Morning of s2H Workshop (What to Have Ready)

### Materials and equipment required:

- › Form to gather permission and information for participant list and certificates
- › Name tags (first name in large print)
- › Easel with flip chart paper
- › Device compatible with USB or DVD (example: laptop, tablet)
- › Projector and speakers

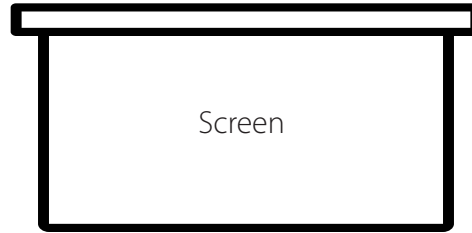
### Participant materials required:

- › *Participant Workbook*
- › *Fellow Participant Interview*
- › *Your Feedback*
- › *My s2H Plan* (3 copies)
- › *s2H Planning Tool* (3 copies)
- › Certificate of completion

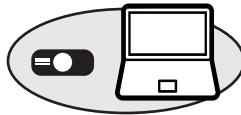
One *Activity Scripts* is also included for each 24 participant kits ordered.

# Example 1: s2H Workshop Room Setup

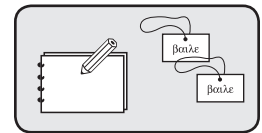
Front of Room



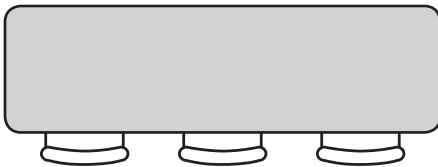
Small Table for LED  
Projector/Computer



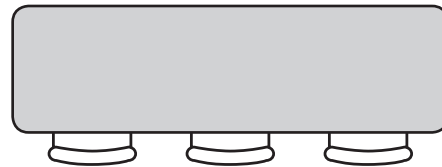
Registration and  
Materials Table



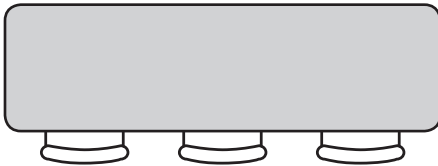
Table



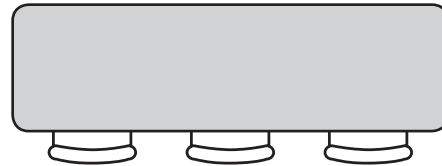
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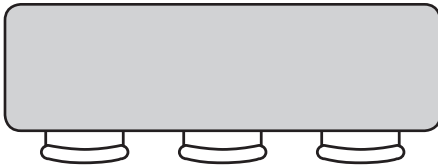
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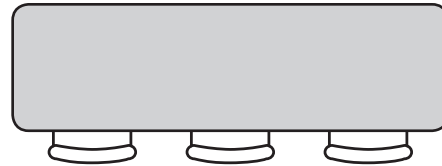
Table



Table



Table



## Example 2: s2H Workshop Schedule

TIME	ACTIVITY
0830	Registration and Opening Activities
0845	Formal Start
0850	Origins and Nature of s2H
0900	About the Workshop
0905	About You
0920	Five Principles of Hope Creation
1030	Morning Break
1050	Overview of <i>PaTH</i>
1100	Understanding Phase, Task 1: Explore Stuckness
1105	Understanding Phase, Task 2: Describe Issue
1120	Practice at Describing Issues
1145	More Hope
1200	Lunch Break
1300	Using <i>PaTH</i> , The Planning Phase
1320	<i>PaTH</i> Illustration
1400	Afternoon Break
1415	<i>PaTH</i> Practice
1545	Using <i>PaTH</i> , The Implementation Phase
1610	Conclude: Review and Feedback
1630	Formal End of Workshop

**NOTE:** Morning and afternoon break times may vary. Check with your facilitator to verify when these breaks are to be scheduled.



## Example 3: Sample Contract (Between Organization/Host and s2H Facilitator)

### Organization/Organizer Name and Address:

ABC Company  
235 5th Ave SE  
New York, NY 90005  
Host: Sue Assistant

### Facilitator Name and Address:

Fred Facilitator  
XYZ Consulting Team  
4839 Sample Street  
New York, NY 90076

### Contract issue date: (MM/DD/YYYY)

The purpose of this contract is to provide training and consultation in connection with the purchased program that will prepare workshop participants with the skills and abilities to implement the *suicide to Hope* program.

To meet the commitments of the agreement, the Contractor may need to contract third-party individuals to fulfill the duties and responsibilities of the agreement during the contracted period.

A *suicide to Hope* workshop – The term of this contract shall be for the date of **MM/DD/YYYY**.

A signed copy of the contract must be received no later than **(X)** weeks prior to the workshop date in order to continue with the scheduled workshop date.

### Contract Signature Deadline:

This agreement is entered into this **MM/DD/YYYY** between (organization/host) hereinafter referred to as “Agency” and (facilitator name) hereinafter referred to as “Contractor.”

WHEREAS, Agency is desirous of utilizing the services of Contractor and WHEREAS, Contractor is desirous of entering into an agreement to provide such services, THEREFORE, in consideration of the covenants and agreements contained herein, the receipt and sufficiency whereof is hereby acknowledged, the parties agree as follows:

The purpose of this contract is to provide training and consultation in connection with the purchased program that will prepare workshop participants with the skills and abilities to implement the *suicide to Hope* program.

To meet the commitments of the agreement, the Contractor may need to contract third-party individuals to fulfill the duties and responsibilities of the agreement during the contracted period.

**Termination:**

This contract may be terminated (XX) days prior to the training date.

**Notices:**

**All submissions and billings to the Agency required under this contract** shall be sent to the party at the following address:

(Organization/host address here)

**All submissions and billings to the Contractor required under this contract** shall be sent to the party at the following address:

(Facilitator address here)

IN WITNESS THEREOF, this contract has been duly executed by the parties hereto and each party acknowledges receipt from the other party of a duly executed copy of this contract.

---

*Date*

---

*Date*

---

*Contractor Signature*

---

*Agency/Host Signature*

# NOTES