 **ALAHASP Workshop Leader Rules of Engagement**

|  | **Timeline** | **ALAHASP will...** | **You will ...** |
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| Upon agreeing to conduct a workshop: | As far in advance as possible. | send you a checklist of tasks to complete in preparation for leading the workshop. | go through the checklist and create a timeline of preparation tasks and mark your calendar(s) accordingly (especially for modules that require advanced preparation, like Plant Growth & Development, New Plants, Microworlds etc).  respond to all communiques quickly. |
| Module to be used in workshop: | 3 weeks in advance | help locate a module to borrow, If needed. | determine whose module you’ll use.  inventory it and let ALAHASP know of anything missing. |
| Handouts for participants: | 3 weeks in advance | make handout packets for each participant. | communicate with ALAHASP staff about what you’ll need. |
| Workshop materials other than kit materials (e.g. notebooks/composition books):  ***Always check with ALAHASP staff before purchasing anything for workshops****.* | 3 weeks in advance | will purchase additional materials if funding allows (check with us first). | communicate with ALAHASP staff about what you’ll need and to determine if it is an allowable expense. |
| Workshop participants: | 3 - 5 school days in advance | send a reminder to workshop participants 3 - 5 days before workshop. | notify ALAHASP in advance if you have special instructions to participants to be added to Reminder. (e.g. bring TG) |
| Set-up at workshop site: | Afternoon prior to workshop | Reserve space in advance.  Notify you of expected # of participants.  Be at site to help. | Communicate with ALAHASP staff about special needs.  (Refer to Leader and module specific checklist.) |
| Conducting workshop: | Day of the workshop | have staff on site to facilitate.  may provide an intern to work with you. | take the teachers through all of the activities in the module.  introduce a hands-on activity as soon as possible.  model and discuss use of the Learning Cycle (5Es), notebooking, cooperative learning, continual assessment, course of study objectives, etc.  use all the time made available (usually 8:15 - 3:00).  allow time for participants to complete evaluations (3:00-3:15). |
| Compensation | usually takes 1 - 2 weeks after workshop, depending on when we have all necessary forms in hand. | submit appropriate forms to UAB Accounting to cover fee. | determine if ALAHASP has your current W-9 and Personal Services Form (PSF).  Sign UAB forms.  let ALAHASP know when you get the check. |