 **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. |