

Workshop Application

Contact Person

Name _____

School or District _____

Address _____

City/State/Zip _____

School Phone _____ Fax Phone _____

Home Phone _____

Email _____

Site Fee Assessment

Yes or No

Priority will be given to sites that provide it free of charge.

Estimated site fee to be charged: \$ _____

Will you have a minimum of 15 participants?

Yes or No

Estimated number of participants: _____

Set-up Day Approval

Yes or No

Instructor and workshop helpers set-up on the day before the workshop for approx. 2-3 hours.

Hosting Site Materials

Yes or No

Each hosting site must make arrangements to provide the necessary materials for the workshop.

May we ship workshop consumables to your site 3 weeks prior to the first day of the workshop?

Yes or No

Open 30-Hour Workshop (max. of 40)
Open to the public at large.
A minimum of 15 paid participants is required.

Closed 30-Hour Workshop (min. 35; max. 40) Limited to enrollments identified by hosting district. Host site agrees to pay for all spaces in a closed workshop.

Fees:

\$295 per person if received prior to the workshop.

\$330 per person if received on or after the start of the workshop.

\$25 Cancellation Fee per person if cancelled 14 business days prior to the workshop. No refund will be issued if cancelled after the 14 day deadline.

Enrollment fees may be paid by check, credit card (Visa or MasterCard), or purchase order. Canadian and international participants need to pay by international money order or credit card.

One Day Inservice (max. of 40) is \$2000 total. \$100 cancellation fee if cancelled 21 days prior to the inservice. \$500 cancellation fee if cancelled after the 21 day deadline.

Basic Room Needs (check to confirm)

- Room large enough to accommodate a maximum of 40 participants (e.g., large classroom, cafeteria, media center, or gym)
- Air-conditioned rooms are needed for summer workshops for the comfort of participants & instructor.
- Separate area/room designated for lunch break with tables and chairs (optional, but desired)
- One adult-sized chair per participant (no cafeteria type benches)
- 12 tables (30" x 72")
- Overhead projector, extension cord, and spare bulb
- Rolling cart for overhead projector
- Screen (at least 6" x 6")

Math Their Way Needs (check to confirm)

- 16-20 geoboards w/25 nails (wood preferred)
- 100+ geobands (large and small)
- 16+ junk boxes (with at least 80-100 items)
- 750 pattern blocks (wood preferred)
- 250 portion cups (1 oz. / 2 oz. size)
- 500 tiles (1" x 1", plastic or ceramic, one color)
- 15 tubs (10 for actual stations plus extras)
- 2000 unifix cubes
- 500 wooden cubes
- Recommended texts:
 - Math Their Way
 - Math Their Way Summary Newsletter
- Requested Dates: _____

Math a Way of Thinking Needs (check to confirm)

- 1/person - geoboard w/25 nails (wood preferred)
- 100+ geobands (large & small)
- 3000 centimeter cubes
- 250 portion cups (1 oz. size and 2 oz. size)
- 3000 unifix cubes
- 10 meter sticks or yard sticks
- 7 sheets of oak tag - 24" x 36" (poster board is okay)
- 1000-1500 tiles (1" square)
- 6 sets of pattern blocks (250/set)
- 1/person - tangrams
- 5 lbs. beans
- Recommended text:
 - Math... a Way of Thinking
- Requested Dates: _____

Center for Innovation in Education

PO Box 2070

Saratoga, CA 95070-0070

Phone: (800) 395-6088 • www.center.edu

Fax: (408) 868- 0347 • Email: hosting@center.edu

Workshop Location

Name

School or District

Address

City/State/Zip

School Phone Fax Phone

Cross Street

Nearest Airport

Nearest Hotel

Shipping Address for Consumables

Attention:

School or District

Address (Do not use a PO Box)

City/State/Zip

School Phone Fax Phone

Workshop materials (consumables) will be shipped approximately 2 to 3 weeks prior to the first day of the course. The address must be a street address. If the school is closed during the summer, select the address of the site contact or helper or someone who can actually receive the materials.

Workshop Helper #1

Name

Home Address

City/State/Zip

Home Phone

School Phone Fax Phone

Email

Workshop Helper #2

Name

Home Address

City/State/Zip

Home Phone

School Phone Fax Phone

Email

Site contacts need to discuss the following with the selected workshop helpers:

Background on the Center

The Center for Innovation in Education is a nonprofit educational organization founded by Mary and Bob Baratta-Lorton. Workshops are scheduled by the Center and held around the country and internationally. The workshop is a 30-hour course run as a classroom model rather than a lecture format. Please visit our web site to learn more about the individual workshops and what the participants will need to bring to the course. The URL is as follows: <http://www.center.edu>

Benefits and Responsibilities for Helpers

- Each helper may participate fully in the workshop tuition free in exchange for helping the instructor. Helpers are needed on set-up day as well as before and after the workshop throughout the course.
- Each helper may receive Center Graduate College credit or continuing education units.
- Each helper will be reimbursed for approved expenses (verified by receipts). Check with the instructor in advance. The Center does not reimburse for child care or the purchase of math manipulatives (e.g., pattern, blocks, etc.) needed for the workshop. The site and the helpers need to coordinate the needed materials prior to set-up day. Helpers need to submit their expenses with receipts within 30 days after the completion of the workshop.

Site Contact and/or Helpers

- Contact the instructor prior to the workshop and confirm the materials that your site will have available.
- Arrange a mutually convenient time to meet on set-up day. Helpers are needed on set-up day as well as before and after the workshop throughout the course.
- Coffee, non-dairy creamer, non-sugar substitute, and tea may be purchased for the class. The Center will provide snacks for the first day only. For the remainder of the class, there will be a sign-up list for participants to bring snacks.

Signature and Title of Person Requesting Workshop

Print Name of Requested Instructor (optional)