

Workshop Confirmation

Livingstone Range CoSC

Monday, November 4, 2013

6:00 p.m.-8:30 p.m.

Tools for Effective School Councils & or CoSCs

Location: F.P. Walshe High School, 538-16th Street, Fort MacLeod, Alberta

Alberta School Councils' Association (ASCA) agrees to:

- Coordinate the workshop
- Provide support materials
- Provide a trained instructor
- Cover all costs related to instructor's travel and accommodation
- Confirm details and discuss the needs of your school council prior to the workshop

Your school council/organization agrees to:

- Arrange a suitable workshop location and cover costs related to facility
- Guarantee attendance of a minimum 5 school participants/members
- Provide technology with PowerPoint version 2003 or newer
- Flipchart easel with paper available
- Provide the instructor with information regarding the school council
- Provide refreshments (coffee, juice) during workshop breaks
- Provide lunch for a full day workshop
- Photocopy handouts and materials as requested

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**Alberta
School Councils' Association**

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