



Expression of Interest

Finding it difficult to travel to one of our workshops?

Parkland Valley wants to bring our leadership workshops to your community!

Host Responsibilities:

- Have 6 or more attendees
(they can be from other sport, culture and recreation organizations in your community)
- Promote the workshop (Facebook post, posters around town, word of mouth, website, etc.)
- Provide the venue including opening and closing the day of the workshop
- Take the registration and confirm registration numbers 2 days prior to ensure minimum number of participants
- Contact participants in case of cancellation
- Provide refreshments - snacks and water/coffee

Parkland Valley SCR District Responsibilities:

- Present the 1 - 1.5 hours long workshop
- Create the promotional poster
- Provide the registration template for Host to use
- Provide handouts
- Bring the AV equipment
- Promote the workshop (Parkland Valley Facebook page, Parkland Valley website)

Community: _____

Organization: _____

Workshops Available:

Grant Writing Tips
Volunteer Job Descriptions Templates
Program Planning Steps
How to Host a Successful Meeting
Welcoming and Inclusive Communities (MCOS)

Potential Dates Requested: _____

Time Requested: _____

Contact Name: _____

Contact Email: _____

Contact Telephone: _____

Please send completed form to either:

Chelsey Johnson - cjohnson@parklandvalley.ca or Erin Sobkow - esobkow@parklandvalley.ca

We look forward to visiting your community soon.