



Dear Early Childhood Professional,

Thank you for your interest in offering a workshop for the Early Childhood Council of Larimer County. To submit a proposal for a workshop, please fill out the enclosed **Training/Workshop Call for Presenters** form.

We seek workshop presenters who are dedicated to providing energetic, interactive learning opportunities for all participants. We encourage time for networking and sharing among attendees as well as providing applicable knowledge that providers can use in their every day programs.

The following are guidelines and information about our training policies:

1. The fee paid to all presenters for our workshops is **\$90/hour**. Most workshops, unless otherwise specified by the presenter or the ECCLC, will be approximately 2-3 hours in length.
2. An additional resource and food budget may be available; this will be determined based on the number of registrants and will be coordinated by the ECCLC Professional Development Coordinator.
3. The Early Childhood Council will provide training certificates to all attendees, to be signed by the presenter. Presenters will also distribute evaluations to all workshop attendees and return completed evaluations to the ECCLC.
4. Dates, times, and locations for all trainings will be determined with the coordination of the ECCLC Professional Development Coordinator once a proposal has been submitted and approved.
5. Most trainings are done on site at the ECCLC office. An ECCLC staff person will be available upon your arrival to help you get set up and ready for the training/workshop. The presenter may be asked to lock and close the office when they leave at the end of a training, as staff will not always stay for the entire presentation.
6. We ask that all workshops offer time for breaks or self-care strategies. (i.e. brain gym, breathing exercises, stretching, yoga, short breaks, etc)

The attached workshop proposal should be filled out completely and returned to:

Early Childhood Council of Larimer County

Attn: Lauren Powers

2850 McClelland Dr., Suite 3400

Fort Collins, CO 80525

Proposals may also be faxed to Lauren at (970)377-2866 or emailed to lpowers@ecclc.org. You will be notified within 1-2 weeks after submitting your RFP whether or not your proposal has been accepted.

We look forward to hearing from you.

Sincerely,

Lauren Powers

Professional Development Coordinator

