



## Project Agreement

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Dear Colleague,

Thank you for your interest in bringing a RISE initiative to your community! The pages that follow are intended to provide you with a simple checklist for designing an educational initiative that will best fit your needs, and give you the greatest benefit out of your partnership with RISE. Please use the checklist below to guide you through completion of the following pages.

**Select your program(s) on pages 2-5**

*Mark the box at the top of the page. Please note that since our pricing is based on a daily rate, you are able to select multiple programs in a given day.*

**Complete the program information.**

*Turn to the program that you are interested in. Review the information. Complete the Project Information section.*

**Calculate the price.**

*Use the price calculator worksheet on page 6 to determine the total cost.*

**Complete the agreement page.**

*Enter the basic program information at the top of page 7. Select your date(s). (Check our availability at <http://risepartnerships.com/calendar.html>). Enter the price and information for the Project Liaison and an alternate contact. RISE will complete the Project Leader section. Have an authorized agent of your organization sign and date the agreement at the bottom.*

**Send pages 1-8 of the completed Project Agreement.**

*Scan and send by email to [dan@risepartnerships.com](mailto:dan@risepartnerships.com), or mail to RISE Partnerships, P.O. Box 470522, Broadview Heights, OH 44147.*

**Send any additional paperwork required by your organization/institution.**

*Some clients require a vendor registration form, a standard performance contract, liability waiver or other documents.*

**Contact RISE with questions.**

*If at any time you have questions about our programs or policies, please contact Dan Wrona at (570) 220-2041 or [dan@risepartnerships.com](mailto:dan@risepartnerships.com).*

Once we receive your Project Agreement, we will contact you to review and verify the details of your program. We will then provide a signed copy of the Project Agreement and a checklist for preparing the program. Thanks again, and we look forward to working with you!

Interfraternally,

A handwritten signature in blue ink that reads "Dan Wrona".

Dan Wrona



# Project Agreement

## Align: Becoming Values-Driven

Through intense discussion and thought-provoking activities, fraternity and sorority leaders confront the decisions they make every day and consider how their actions impact the interfraternal movement. Members are challenged to move from being 'Values-Based' to 'Values-Driven' organizations by using their founding principles to guide everyday decisions, activities, and operations. New members are asked to reflect on their commitment, their plans for leading the community, and the legacy they will leave.



### Format

Align is delivered as a full day institute for up to 100 participants. The program can be used as a community leadership retreat or as a new member welcome experience.

### Contents

- The Truth** Reconsider the truth about fraternities and sororities and to take ownership through individual decisions.
- The Movement** Learn what it means to be values-driven and how to have a positive impact on the world using those values.
- The Standard** Determine what should be expected of every member and develop solutions to common ethical dilemmas.
- The Choice** Identify critical moments in their membership experience.
- Confrontation Skills** Review a model for confrontation and rehearse a variety of forms.
- Action Planning** Reflect on behaviors and identify future plans for conduct, leadership and involvement.

### Project Information

#### ✓ Select your format.

##### Option 1: New Member Convocation

*Start new members on the right values-driven foot as soon as they join. Use Align as a welcome experience for new or recently-initiated members.*

##### Option 2: Community Retreat

*Create positive change in your community by including Align as a component or the entirety of an intensive retreat for chapter and community leaders.*

##### Option 3: Custom-design program

*Use elements of Align in conjunction with other programming. Please contact RISE for information about how to build a customized training experience.*

#### ✓ Indicate specific details for your session.

Time: \_\_\_\_\_

Participants: \_\_\_\_\_

Location: \_\_\_\_\_

Approximate # Attendees: \_\_\_\_\_

### Program Requirements

- \_\_\_ Screen, projector, connection cables for PC, power source
- \_\_\_ Audio for laptop sound
- \_\_\_ Chart paper with easel, markers, and tape
- \_\_\_ Writing utensils and large-font nametags for each participant
- \_\_\_ Meeting / classroom space with rows of tables or rounds of 8
- \_\_\_ Excess space available for participants to move around
- \_\_\_ Suitable for up to 100 participants

### RISE Provides

- One facilitator identified by RISE
- Promotional materials and assistance
- 50 participant workbooks
- Pre-session survey and post-session evaluation
- Report of all survey and evaluation results
- Additional workbooks available at a rate of \$10 each
- Additional facilitators are available for \$2000 per day



## Project Agreement

### ☐ Guide: Chapter Advisor Training

GUIDE is a skills-training program for volunteers who advise college student organizations. Participants learn three simple principles for supporting students as they navigate the complicated terrain of leadership. Through the program, advisors rehearse facilitation skills, identify solutions to the most challenging and frequent issues, and learn simple techniques to advance student learning. This interactive, half-day training experience is relevant for advisors of fraternities/sororities and all other student organizations.

#### Format

This program delivered as a single, complete 4-hour institute. Clients occasionally choose to supplement GUIDE with additional training on campus/organization-specific policies, resources, and current events. Most clients provide a meal for participants during the program.



#### Contents

<b>Identifying Top 5 Topics</b>	Through a fast-paced activity, advisors vent their most significant concerns and identify a common set of the most challenging issues they face. (25 min.)
<b>Be Yourself/Be Present</b>	Advisors explore personal identity in the context of their role, and identify an appropriate balance of their presence within the organization. (20 min.)
<b>Know the Landscape</b>	Gain perspective on the undergraduate experience by learning and discussing Four Forces which impact students' lives. (25 min.)
<b>Pinpointing Position</b>	Using the Four Forces model, advisors dissect real-life scenarios, identify the issues involved and pinpoint the unique position of each student. (25 min.)
<b>Guide the Journey</b>	Advisors discuss the role of a mentor, learn the GUIDE model for advising, and rehearse techniques for facilitation, advising and coaching students. (30 min.)
<b>Addressing Top 5 Topics</b>	By applying the GUIDE model to the top 5 topics (identified above), advisors develop solutions to address their most challenging issues. (40 min.)
<b>Preparing for the Trip</b>	Advisors learn simple steps to improve their impact on an organization, reflect on the lessons of the program, and identify immediate action steps. (30 min.)

#### Program Information

✓ Indicate specific details for your session.

Time: \_\_\_\_\_

Participants: \_\_\_\_\_

Location: \_\_\_\_\_

Approximate # Attendees: \_\_\_\_\_

#### Program Requirements

- \_\_\_ Screen, projector, connection cables for PC, power source
- \_\_\_ Chart paper with easel, markers, and tape
- \_\_\_ Writing utensils and large-font nametags for each participant
- \_\_\_ Meeting / classroom space with rows of tables or rounds of 8
- \_\_\_ Excess space available for participants to move around
- \_\_\_ Suitable for up to 100 participants

#### RISE Provides

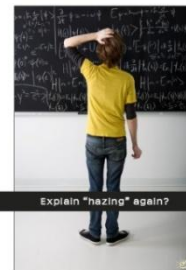
- One facilitator identified by RISE
- Promotional materials and assistance
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- Report of all survey and evaluation results
- Additional workbooks available at a rate of \$10 each
- Additional facilitators are available for \$2000 per day



## Project Agreement

### From Hazing to Health

H2H is a proactive anti-hazing initiative designed to remove barriers to change and empower fraternity/sorority leaders to create healthier new member experiences. The program simplifies the definition of hazing so leaders are capable of making better decisions. It provides sample program outlines and alternative activities, and equips leaders with the skills to implement changes to their new member experience.



#### Format

The From Hazing to Health general session is the foundation of the program, which can be followed by a series of supplemental workshops designed to help chapter and community leaders launch a more intensive effort to confront hazing.

#### Program Information

✓ **Choose one of the following general session options.**

- Keynote** Learn the factors required to move From Hazing to Health and get ideas on how every member can enhance the new member experience. (60 min.)
- Intensive Workshop** Learn and apply the From Hazing to Health model (75 min.)

✓ **Select additional workshops.**

- Chapter Coaching** One-on-one coaching sessions with individual chapters/councils (45 min. each)
- Building a Healthy Chapter** Program design and activities training for new member educators (90 min.)
- Coaching Skills** Training workshop for new member education teams (60 min.)
- Change Agent Training** Chapter/council officers identify and overcome obstacles to change (60 min.)
- Stakeholders Session** Round-table session with university staff, alumni and/or advisors (60 min.)

✓ **Indicate specific details for your session.**

*Time:* \_\_\_\_\_

*Participants:* \_\_\_\_\_

*Location:* \_\_\_\_\_

*Approximate # Attendees:* \_\_\_\_\_

#### Program Requirements

##### General Keynote Session

- \_\_\_ Screen, projector, connection cables for PC, power source
- \_\_\_ Lapel microphone, handheld microphone, and audio
- \_\_\_ Auditorium, lecture hall, or meeting room w/ rows of chairs
- \_\_\_ Suitable for more than 100 participants

##### All Other Sessions

- \_\_\_ Screen, projector, connection cables for PC, power source
- \_\_\_ Chart paper with easel, markers, and tape (workshops only)
- \_\_\_ Writing utensils and large-font nametags for each participant
- \_\_\_ Meeting / classroom space with rows of tables or rounds of 8
- \_\_\_ Excess space available for participants to move around
- \_\_\_ Suitable for up to 100 participants

#### RISE Provides

- One facilitator identified by RISE
- Promotional materials and assistance
- 50 participant workbooks (not included when using keynote session only)
- Pre-session survey and post-session evaluation
- Report of all survey and evaluation results
- Additional workbooks available at a rate of \$10 each
- Additional facilitators are available for \$2000 per day

## Project Agreement

### Equip: Officer Skills Training

Equip is an intensive skill-building experience for officers of student organizations. Through hands-on problem-solving, personal planning and interactive rehearsal, leaders gain step-by-step methods for resolving arguments, confronting problems, and staying focused on their goals. Participants reconsider their role as a LEADer rather than a DOer and learn techniques for getting members more involved.

#### Format

The program contains a variety of modules that can be selected one-by-one in order to build your own leadership development experience. Clients typically organize these modules into a series of conference-style breakout workshops, a half- or full-day officers' institute, or as part of an off-site retreat.



#### Program Information

✓ **Select your preferred contents below.**

*Choose 1-2 modules for a one-hour session, 5-6 for a 3 hour session and up to 10 for a full-day institute.*

- Take Two Pictures** Create a detailed status report and articulate the ideal achievements for the term.
- Redefining Leadership** Rethink the officer's role as a leader versus a doer and find ways to get people involved.
- Meetings** Five simple steps to improve the effectiveness and efficiency of group meetings.
- Politics** Develop strategies for aligning difficult people with the vision of the organization.
- Delegation** Discuss dos and don'ts, review a script for delegation and rehearse new skills.
- Participation** Learn how to remove elements that drain members' energy and build more exciting events.
- Goal Setting** Use a special targeting process to identify specific objectives and key indicators of success
- Project Planning** Turn an overwhelming project into a task list with deadlines, assignments and resources.
- Backdating** Experience a unique way to plan timelines and deadlines for your projects.
- Momentum** Develop strategies for maintaining momentum by forecasting "A Year in Emotion."
- Calendar** Take an in-depth look at the calendar: block all the important dates to see what's left.
- Implementation** Brainstorm solutions to the most common barriers to getting things done.
- First 30 Days** Develop a checklist of contacts, lessons and tasks to be completed within the next 30 days.
- Intensive Action Planning** Get one-on-one help developing your vision, goals, project lists and annual calendar.

✓ **Indicate specific details for your session.**

Time: \_\_\_\_\_

Participants: \_\_\_\_\_

Location: \_\_\_\_\_

Approximate # Attendees: \_\_\_\_\_

#### Program Requirements

- \_\_\_ Screen, projector, connection cables for PC, power source
- \_\_\_ Chart paper with easel, markers, and tape
- \_\_\_ Writing utensils and large-font nametags for each participant
- \_\_\_ Meeting / classroom space with rows of tables or rounds of 8
- \_\_\_ Excess space available for participants to move around
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# Price Calculator

## Project Fees

Our project fees are based on a daily rate of service. A day is defined as a 24-hour period. All rates are inclusive of travel, materials and project fees for one facilitator. Additional materials, days, and facilitators are available at a reduced rate.

- ▶ One-day program: \$2950
- ▶ Additional facilitator: \$2000 each
- ▶ Additional days: \$1750 per facilitator per day
- ▶ Additional workbooks: \$10 each

## Discounts

A number of standard discounts are available, calculated as a percentage off of the total price.

- ▶ **Area Discount (10%):** available for projects within 200 miles of an adjacent project on our calendar
- ▶ **Project Alerts Discount (5%):** available to clients who are subscribed to the ProjectAlerts email.
- ▶ **Other Discounts:** additional discounts are occasionally available. Contact RISE to see if you are eligible.

## Calculation

Use the worksheet below to calculate the total cost of your project. Contact us if you need assistance calculating the price.

One-Day Project Fee:	<b>\$2950</b>
How many:	
Additional facilitators? _____	x \$2000 = + _____
Additional days? _____	x \$1750 = + _____
Additional workbooks? _____	x \$10 = + _____
<b>SUBTOTAL:</b>	_____
Are you eligible for the:	
Area Discount? _____	10%
ProjectAlerts Discount? _____	5%
Other Discount? _____	____%
<b>TOTAL DISCOUNT:</b> _____	
<b>SUBTOTAL x TOTAL DISCOUNT =</b>	<b>-( _____ )</b>
<b>TOTAL:</b>	

Enter this total amount into the payment section on the following page.



# Project Agreement

## Agreement

Program(s):	Date(s)	Start Time	End Time
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RISE will travel to the client’s location on the following dates to deliver the program identified below as specified within this document. A specific itinerary of sessions will be developed collaboratively between the client and RISE.

## Program Specifications

The client agrees to provide the information and materials necessary for the project, as indicated in the Project Specifications section for each program. RISE agrees to provide the materials indicated in the workshop page. The client will assist RISE with distribution and collection of participant surveys and evaluations.

## Personnel

The Project Liaison is responsible for handling all communication and decisions on behalf of the client, and is ultimately responsible for executing the project. The Project Leader is responsible for carrying out all aspects of the project on behalf of RISE.

### Project Liaison

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

### Alternate Contact

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

### Project Leader

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone

## Payment

The total cost of this project to the Client is \_\_\_\_\_. Payment is due upon completion of the program and must be received within 10 business days of the event. Late payments are subject to a 10% surcharge.

## Rescheduling

If for any reason the project is rescheduled or cancelled by the client less than 30 days in advance, the client is responsible for any documented expenses incurred by RISE in connection with the project.

## Force Majeure

Neither party shall be held responsible if the project is prevented from occurring due to Acts of Nature or similar factors beyond their control. In the event that this occurs, both parties will collaboratively determine whether to cancel or reschedule the project.

## Agreement

Signature of all parties below indicates acceptance of the terms of this agreement.

**Client:** \_\_\_\_\_

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### RISE Partnerships

PO Box 470522  
Broadview Heights, OH 44147  
Dan Wrona  
CEO & Project Leader

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date