

COLLINS INSTITUTES



WHY OFFER A COLLINS WRITING PROGRAM INSTITUTE?

To earn **FREE TRAINING** for your school or district!

IT'S AS EASY AS 1-2-3...

1

CHOOSE AN INSTITUTE

Review the current list of workshops offered at www.collinsed.com. Choose the option and the content that best meet the needs of your teachers.

2

ENROLL UNLIMITED TEACHERS FROM YOUR SCHOOL OR DISTRICT

An unlimited number of your district's staff can attend for one, low daily rate—plus a books and materials fee (typically \$10 to \$30 per participant).

3

EARN FREE TRAINING

Host the session in your school or district and invite colleagues from other schools or districts to attend. We'll register and invoice outside participants for you. For every outside educator who attends at the regular rate of \$100 for a full day Institute (plus a book fee of \$10 to \$30), you'll earn a credit of \$100 toward the cost of the Institute. And, if you earn more credits than the cost of the session, we'll apply the excess credits toward future professional development or materials.

QUALITY TRAINING, PROVEN RESULTS



Website:
www.collinsed.com



Email:
info@collinsed.com

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Frequently Asked Questions

I would like to host a Collins Institute. What exactly are my commitments?

If you host an Institute, you are committed to the cost of the Institute. But, if you are depending on outside participants to help subsidize the costs and you do not get enough outside participants to make the Institute financially possible, you can cancel up to 30 days in advance without any obligation. We will contact you before the 30 day deadline to confirm that the Institute will be held.

How will Institutes be advertised?

We see Institutes as a joint effort between the hosting school or district and Collins Education Associates (CEA). We expect the hosting school will notify surrounding schools of the Institute and use whatever other channels are available (e.g., colleagues, collaboratives, professional associations) to announce the Institute. CEA will provide a flyer for distribution and a link to registration. We will post the Institute on our website, too. Our associates, who are in schools across the country, will also direct educators to the site's Institute listing.

Are there any special site requirements?

Basically, there are no requirements beyond what you would provide during a typical professional development day. Hosting schools/districts should consider the following:

- Plenty of parking, especially to accommodate outside participants.
- A comfortable room, with air conditioning in the summer, large enough to accommodate the group. Everyone will need a writing surface and room to move around. We try to avoid auditoriums if at all possible.
- Signs directing outsiders to the room, if necessary.
- A laptop projector and large screen, flip chart, and/or whiteboard. A document camera is great, but not required.
- Handouts will be provided digitally by CEA, and the host district will make copies for all participants, including outside registrants.
- Coffee in the morning is nice, but not required. (We know that some districts have a policy stating that refreshments cannot be provided with school funds.)
- Participants will be on their own for lunch.

Do you offer virtual training?

Yes, we do offer virtual training. Collins virtual professional development is time efficient and easy to implement. Participants have opportunities to practice activities, get clarification and responses to their specific questions, and discuss implementation concerns with fellow participants. Educators can commit to as little as 1 to 2 ½ hours.



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