

# TAKE 10!<sup>®</sup> Teacher Training Request Form

Questions? Please contact ILSI Research Foundation.

Email: [take10@ilsi.org](mailto:take10@ilsi.org) or Phone: 202-659-0074, ext. 149 (Stephanie Carter)

## Contact Information:

Name \_\_\_\_\_  
Organization \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_

## Training Information:

- \* Honoraria: \$1000 per day plus all expenses
- \* Training Materials: \$14 per person
- \* A maximum of three (3) two-hour training sessions will be held per day.
- \* Preferred maximum number of participants = 40 per session.

Please list preferred or possible training dates: \_\_\_\_\_

## Training Type(s):

## Number of Participants:

Teacher Training (1.0-2.0 hours) YES \_\_\_\_\_ NO \_\_\_\_\_  
Train-the-Trainer (2.0-3.0 hours) YES \_\_\_\_\_ NO \_\_\_\_\_

## Indicate approximate number of participants at each grade level:

K \_\_\_\_\_ 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_ 4<sup>th</sup> \_\_\_\_\_ 5<sup>th</sup> \_\_\_\_\_

## Number of other participants and titles:

(Attach list if necessary)

Preferred Training Time(s) in 2 hour blocks: 8-10am 10-12pm 12-2pm 2-4pm 4-6pm  
Other time slot: \_\_\_\_\_

## Name and Address of Training Site:

**ILSI Research Foundation - 1156 Fifteenth Street, NW, Suite 200, Washington, DC 20005**

Are Computers available? YES \_\_\_ NO \_\_\_ Is LCD projector available? YES \_\_\_ NO \_\_\_

Host name and contact info for your organization during the training? \_\_\_\_\_

How did you hear about TAKE 10!/? \_\_\_\_\_

Why did you decide to conduct TAKE 10! Training? (✓ all that apply)

State Requirement \_\_\_\_\_ School District Request \_\_\_\_\_ Curriculum integration interest \_\_\_\_\_  
School Principal Request \_\_\_\_\_ Phys. Educator Request \_\_\_\_\_ Get kids more active \_\_\_\_\_

## Host Information:

Does host organization have a website? YES \_\_\_ NO \_\_\_ If YES, website address? \_\_\_\_\_

# ILSI<sup>®</sup> RESEARCH FOUNDATION

International Life Sciences Institute<sup>®</sup>

---

Thank you for contacting the ILSI Research Foundation about the TAKE 10!(c) program. We are honored that you are considering the TAKE 10! program for implementation in your district. For your information, our organization, the ILSI Research Foundation, is a small non-profit health research organization that has been working internationally in obesity, physical activity and nutrition since 1996. Originally headquartered in Atlanta, the Physical Activity and Nutrition (PAN) Program working with education and health experts to develop and evaluate TAKE 10! ([www.take10.net](http://www.take10.net)) in 1999. If you would like more detailed information about the program or our evaluation efforts, please let me know.

Regarding teacher training, frequently asked questions and answers are provided below for your consideration:

1. PAN staff train teachers: Physical Activity and Nutrition (PAN) Program staff conduct the TAKE 10! teacher trainings on behalf of the ILSI Research Foundation. Again, we are a small organization so the trainers are flexible relative to the training process. It is our goal to provide trainings that contain state or region-specific content as well as information about the link between health and learning and curriculum integration.
2. Where are the nearest facilitators located? Currently, Debra Kibbe, PAN Program Director, is in Atlanta GA. Stephanie Carter, Program Manager (in our Washington DC headquarters), is also available to train teachers.
3. What is the fee? There is a \$1000 honorarium per day per trainer. We will present a maximum of 3 training sessions, 90-120 minutes each, in one day.
4. What other expenses are there for the training? The host organization is required to cover all travel expenses associated with the training. In addition, TAKE 10! training materials folders should be provided to teachers by the host organization. The folders contain supplemental information about health and learning link, movement descriptions, sample materials, and a variety of other resources and cost \$14/each or these can be copied by the host organization.
5. What are the typical costs for training expenses? PAN is flexible with regard to arrangements related to travel, lodging and meals. Being mindful of our non-profit status and the limited budgets of many school systems, PAN staff try to get the most reasonable airfares, rental cars, lodging, etc. that is available to minimize expenses for the host organization. A typical quote for one trainer includes the following items:
  - Airfare: cheapest fare at the time of request.
  - Rental Car: \$35 – \$55 (plus taxes, fuel and fees)/day -- rental car only if necessary
  - Hotel: typically \$125-150/night
  - Food: \$50/day maximum
  - TAKE 10! Trainer Honoraria: \$1000 per day per trainer

Other expenses:

1. Participating Teacher Training Materials \$14 each

(Each teacher must have a set of TAKE 10! training materials. The cost above is incurred only if PAN makes the folders and copies of all training materials. If host prefers to make copies, we send list of folder contents with files and the specific layout for materials within the folders.)

2. If each participating teacher will receive a TAKE 10! grade-specific kit, these are billed at \$82.00 each plus 8-10% shipping depending on destination. If the total order for TAKE 10! grade-specific kits are more than \$5,000, a 5% discount is provided on the total materials order.