****

**Mid-Valley Parenting Hub**

**Workshop Interest Form**

Thank you for partnering with Mid-Valley Parenting Hub to offer parent education! Please fill out the form below for the workshop(s) that you would like to provide. Funding for workshops will be $300 per workshop occurrence. Payment increments will be arranged with partners based on their ability to cover the cost of the workshop up front. (I.E. partial payment before the workshop or reimbursement for total cost when a workshop ends.)

Please send this form to Stephanie Gilbert at [gilbert.stephanie@co.polk.or.us](mailto:gilbert.stephanie@co.polk.or.us). **at least two weeks prior to the start of the workshop.** After we receive this workshop interest form, we will create an MOU and send it to you.

**Curriculum(s) being offered:** Click or tap here to enter text.

**Location(s) and facility where workshop will be offered:**Click or tap here to enter text.

**Start/end dates and start/end time for workshop:** Click or tap here to enter text.

**Name and contact information for workshop coordinator:** Click or tap here to enter text.

**Name and contact information for workshop presenter(s):**Click or tap here to enter text.

**Would you like Mid-Valley Parenting Hub to coordinate child care for the workshop?** If yes, the cost of child care will be deducted from the workshop funding. **Yes No**

**Do you need to borrow a child care kit from MVP Hub?** A kit includes toys, books and activities for children. **Yes No**

**Do you need help creating a flyer for the workshop? Yes No** If no, please include your flyer with your interest form.

**Please post your workshop information on the MVP Hub website. We will approve your post and it will appear in the class listings.**

Go to [www.midvalleyparenting.org](http://www.midvalleyparenting.org), in the top tabs click on *Find Classes* (in your county) > *Calendar* > *Suggest an event or activity* > fill out the short form.

At the end of the series, please send the following information to Stephanie Gilbert at [gilbert.stephanie@co.polk.or.us](mailto:gilbert.stephanie@co.polk.or.us)

* An invoice (if we are reimbursing your agency or organization).
* Total amount of in-kind costs or donations received for the workshop.
* Parent Skills Ladder surveys for each workshop participant.
* Child care attendance roster
* Workshop participant attendance roster