



I.S.A. Prairie Chapter

Workshop and Seminar Policy Guidelines

Workshop and Seminar Intent:

The intent of this policy is to:

1. Raise the profile of proper tree care within the Prairie Provinces
2. Raise the profile of the I.S.A. Prairie Chapter
3. Offer the I.S.A. Prairie Chapter's membership an Educational Opportunity while being able to earn Continuing Educational Units (C.E.U.'s)
4. Increase the I.S.A. Prairie Chapter membership.

Workshop and Seminar Pricing:

The seminar or workshops are to be priced so that at a minimum:

1. The members pay the workshop's or seminar's hard costs
 2. Non-members pay the workshop's or seminar's hard costs and an additional \$75.00, thereby receiving a I.S.A. Prairie Chapter Membership
- For example, if the facility costs, nutrition costs, and the speaker costs amounts to \$35.00, then the price for the members is \$35.00; the cost for non-members would be \$110.00.
 - To this end, the I.S.A. Prairie Chapter will provide up to a maximum of \$1,000 to be used as "seed-money," per year, per province, the Prairie Chapter.
 - Any profits that are realized by the workshop or seminar will be returned to the I.S.A. Prairie Chapter for use in future educational opportunities for its membership.

Workshop and Seminar Procedures:

1. Workshops or Seminars are normally initiated by the I.S.A. Prairie Chapter Provincial Directors.
2. All workshops or seminars must be approved for sponsorship by the President, before advertising the event commences.
3. The I.S.A. Prairie Chapter must be shown as a sponsor on all event materials including brochures, leaflets, posters, e-mails, and other event advertising materials.
4. Mail-out assistance, for the workshop or seminar, can be arranged through the I.S.A. Prairie Chapter Office.
5. Registrations and the collection of workshop or seminar fees and the issuance of cheques for workshop expenses are to be processed through the I.S.A. Prairie Chapter Office.
6. Continuing Educational Units (C.E.U.'s) are to be applied for and clearly displayed, by logo and number of C.E.U.'s on any workshop or seminar advertising material.