



## CSSE Chapter-Sponsored CHSC Course Agreement

[Date]

[Contact Name]

[Company/Chapter]

[Street Address]

[City, Province & Postal Code]

Dear [Contact Name],

This agreement presents the details of the Chapter-sponsored In-House CSSE course you have requested, specifically to bring the [Course Name] course to [City, Province], on [Date], on behalf of [Chapter Name] Chapter.

A CSSE Chapter-sponsored In-House program has arrangements shared between the Chapter and the CSSE Office. In confirming that the course will proceed, please note that there is a requirement of a minimum of 10 and maximum of 20 students for a course to proceed.

Chapter sponsored courses are dependent on the availability of a course instructor. It is our understanding that [Instructor Name] has agreed to teach this course offering.

Expenses incurred by the Chapter and by the CSSE are covered out of the course revenues. Current Member and non-member course fees apply. Any surplus revenue or deficit is to be shared 50/50 between the Chapter and the CSSE.

### **Chapter responsibilities/expenses include:**

- arrangements for the training facility, food and beverage (breakfasts, morning /afternoon breaks and lunch on both days) and audio-visual requirements (projector, screen and speakers).
- Setting up room in tables of 1/2 rounds of 4-5 people with one (1) flip chart per table and one (1) flip chart for the instructor, as well as a small table for instructor and/or reference materials next to LCD.
- local course promotion.
- providing a full description of venue details, including on-site contact person and telephone number to the CSSE Office 14 days prior to the beginning of the course, for shipping of material.
- providing documentation/invoices for all expenses incurred

### **CSSE Office's responsibilities/expenses include:**

- advising the Chapter of Instructor training room requirements/set-up
- CSSE web site listing and collection of registration fees
- all course materials (printing and shipping), all instructor expenses, and all other administration costs
- advising registrants of the course location and timing
- summary statement of revenues and expenses incurred by the Chapter and the CSSE followed by disbursement of surplus or deficit

A signed copy of this agreement must be received by CSSE National within 5 days of the agreement date, in order to confirm that arrangements for this course offering proceed.

**For CSSE:**

**Accepted:**

\_\_\_\_\_  
Elizabeth Shelton, Chief Executive Officer

\_\_\_\_\_  
[Chapter Representative]

\_\_\_\_\_  
[Date of Issue]

\_\_\_\_\_  
[Date of Signing]

Date

Date