

Illinois **School** and **Campus** Safety Program Guidelines for Scheduling a Course

Course and Recruitment Requirements

For a course to be most effective there must be a sufficient number of attendees, and attending as part of a team (with a range of job positions reflected within each team) is preferred. **The target class size is 25-45 participants, with 4-8 members per team.** Additionally, since courses promote learning not only from the instructors but also through participant interaction and networking, it is important that other institutions and stakeholders from the surrounding area, including emergency management partners, are invited to attend.

A minimum of **20 participants** is required to hold a session of a course and, as the host, you must commit to helping promote the course within your institution and working with the Illinois School and Campus Safety Program Coordinator in promoting the course in the surrounding area.

Scheduling/Delivery Requirements

The Institution requesting the course must commit to providing:

- ❖ **A classroom free of charge that meets the following requirements:**
 - Comfortably accommodates 50-60 students seated at round or rectangular tables in groups of 6-8 individuals, with 3 additional tables in the back of the room for the instructors, resources, and signing in/signing out. The room and tables should be large enough to allow space for activities
 - PC computer/laptop, projection system, clicker, sound system, and microphones for the instructors, PowerPoints, and video presentations
 - Electrical outlet in close proximity to instructor table
 - Classroom availability either the afternoon prior or, at minimum, 1 hour before the start of class for instructor setup
- ❖ **If specified, a break-out room:**
 - Accommodates 8-15 people with a conference table or U-shape style seating
 - Located near (approx. 200 ft.) the classroom. This is due to equipment used for certain exercises
- ❖ **Easels/Whiteboard:**
 - Paper and markers
- ❖ **Printing/copying support:**
 - In case additional copies are required
- ❖ **Refreshments:**
 - Coffee and water
- ❖ **Logistical information to the Program Coordinator:**
 - Course location, parking information, lunch options, campus maps (if necessary), etc.
- ❖ **A site contact**
 - Technical and setup assistance before and during the course

The Illinois School and Campus Safety Program will provide:

- ❖ Subject-matter experts as instructors
- ❖ Course materials for registered participants. Note: For most courses, the registration closes 2 weeks before the course date. Course materials will be printed based on the number of registered participants at that time
- ❖ A promotional flyer for the course, which includes a hyperlink to our online registration

- ❖ Logistical support from the Program Coordinator, including applicable professional development and certificates of completion.

Host Organization Agreement Signature

Host Organization's Representative (Print and Sign)

Host Organization's Address (Organization Name, Street Address, City, State, and Zip Code)

Date

Please sign and email to schoolsafety@iletsbei.com