Protocols for requesting a training session led by Projet Jeune Leader’s educators

Projet Jeune Leader’s Educators work full-time (Monday through Friday) in public middle schools. For this reason, they are only available on weekends or during school vacation. Thank you for planning accordingly!

a. **Perdiem and food** – The Association/NGO agrees to pay each* of Projet Jeune Leader educators:
   a. 15,000 AR per day of travel (to and from) if the training is to be held outside of Fianarantsoa-city/Ambositra-city/Antsirabe-city. This covers the educators’ breakfast and lunch during travel.
   b. Meal(s) upon arrival**.
   c. All meals (morning-lunch-dinner) during the training**.

*Projet Jeune Leader will send at least 2 trainers regardless of the group size.

**If you are unable to provide all meals, we will ask you to give each educator a supplemental perdiem.

b. **Housing** – If the training will take place outside of Fianarantsoa-city/Ambositra-city/Antsirabe-city, the Association/NGO agrees to pay for the educators’ lodging. If the educators are of same gender, please book 2 separate rooms. If the educators are of the same gender, they can share a room but please book a room with 2 beds. If the training will take place in a rural area with no hotels, then please arrange other lodging and communicate a week in advance if the educators need to bring additional equipment (pillows, blankets, flashlight, etc.).

c. **Transport** – The Association/NGO agrees to pay for the roundtrip transport for each educator from Fianarantsoa-city/Ambositra-city/Antsirabe-city to the training site. If the training will take place outside of Fianarantsoa-city/Ambositra-city/Antsirabe-city, please cover the transport all the way to the training site/hotel (this might include an additional taxi or pousse-pousse fare).

d. **Materials** – Projet Jeune Leader will communicate to you the list of materials required for the training (e.g.: flipchart paper-markers-chalk-black/white photocopies). This list is based on the number of themes covered and the number of participants. The Association/NGO agrees to do these purchases in advance so that the materials are ready for the educators to use on the training day(s).

Other notes:

- If you take photos during the training, we would appreciate if you could share them with: fianarleader@gmail.com
- If you share information about the training on your social media (Facebook, Twitter, blog), we would appreciate if you could tag Projet Jeune Leader:

  **Facebook**: facebook.com/ProjetJeuneLeader
  **Twitter**: @PJL_Madagascar
  **Website**: www.projetjeuneleader.org