

# 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!

## Perdiem and Food

The Association/NGO agrees to give *each* \* of Projet Jeune Leader educators:

- 10,000 AR per day of work (including travel days).
- All meals (morning-lunch-dinner) during the training.
  - If you are unable to provide all meals, we will ask you to give each educator a supplemental *perdiem*.

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

## 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 different genders, 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.).

## 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).

## 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](mailto: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:** [www.facebook.com/ProjetJeuneLeader](http://www.facebook.com/ProjetJeuneLeader)
- **Twitter:** @PJL\_Madagascar
- **Website:** [www.projetjeuneleader.org](http://www.projetjeuneleader.org)