

## CASE for Kids Trainer Registry Form

The **Center for Afterschool, Summer and Expanded Learning (CASE) for Kids**, formerly the Cooperative for After-School Enrichment, was launched by Harris County Department of Education (HCDE) in 1999. **CASE for Kids** is an afterschool intermediary which leverages community resources and strengthens the capacity of the out-of-school time field. Afterschool programs keep kids safe, help working families, and improve academic achievement. **CASE for Kids** provides assistance to child care centers, summer camps, and afterschool programs to improve the quality of out-of-school time opportunities for school-aged youth across Harris County. Services benefit approximately 11,000 kids in greater Harris County. **CASE for Kids** programs happen before and after school, on weekends and during the summer. Go to [www.afterschoolzone.org](http://www.afterschoolzone.org) for more information.

**CASE for Kids** is building a trainer registry for out-of-school time professional development opportunities in Harris County. We are seeking individuals to provide training in the following quality framework and core competency areas:

**CASE for Kids Quality Framework:** Safe and Inclusive Environments, Program Promotion, Effective Administrative Strategies, Collaborative Relationships, Diverse Learning Opportunities

**National Afterschool Association Core Competency:** Child/Youth Growth and Development; Youth Engagement; Program Planning and Development; Safety and Wellness; Learning Environment and Curriculum; Interactions with Children/Youth; Child/Youth Observation and Assessment; Cultural Competency and Responsiveness; Family, School, and Community Relationships; Professional Development; and Leadership

See the [CASE for Kids](#) and [National Afterschool Association \(NAA\)](#) websites for additional information on training topics.

To be considered in the registry, potential trainers must complete this form and submit required documents/materials for approval by **CASE for Kids**. Along with the form, please submit a copy of your resume/bio (700 words or less) and a headshot. Please attach a separate description of each workshop topic per area of expertise.

### Trainer Name and Contact Information

|                     |                            |
|---------------------|----------------------------|
| <b>Name</b>         | <b>Title</b>               |
| <b>Organization</b> |                            |
| <b>Phone</b>        | <b>Alternate Contact #</b> |
| <b>Email</b>        |                            |

### Presentation Logistics

**I am available to train for:**     1-day     Small Groups     Conference Sessions     Series or Lectures

**Equipment Needs**

- Classroom or theatre setting
- Projector and Screen
- External PC speakers or the capacity to play a VHS or DVD through a room audio system
- Board or flip chart and markers
- Microphone

**Presentation Language(s)**     English     Spanish     Other:

**Training Description #1**

**What is the title of your training?**

**Provide a 100-word description of your training topic?**

**Please select the appropriate content area for the core competency options below:**

**National Afterschool Association  
Core Competency**

- |  |   |
|--|---|
| <input type="checkbox"/> Child/Youth Growth and Development          | <input type="checkbox"/> Youth Engagement                 |
| <input type="checkbox"/> Program Planning and Development            | <input type="checkbox"/> Safety and Wellness              |
| <input type="checkbox"/> Learning Environment and Curriculum         | <input type="checkbox"/> Interactions with Children/Youth |
| <input type="checkbox"/> Child/Youth Observation and Assessment      |   |
| <input type="checkbox"/> Cultural Competency and Responsiveness      |   |
| <input type="checkbox"/> Family, School, and Community Relationships |   |
| <input type="checkbox"/> Professional Development and Leadership     |   |

**How does your training relate to out-of-school time programming?**

**What is your fee for this workshop?**

**Target Audience**

**Presentation Length** \_\_\_ Minutes \_\_\_ Hours

**What is your preferred target audience?**

- |   |                                  |
|---|----------------------------------|
| <input type="checkbox"/> Frontline Staff for Center-Based, School-Aged Programs | <input type="checkbox"/> Parents |
| <input type="checkbox"/> Management/Administrators                              | <input type="checkbox"/> All     |
| <input type="checkbox"/> Frontline Staff for School-Based, School-Aged Programs | <input type="checkbox"/> Other:  |

**What is your target audience experience level?**

- Beginner     Intermediate     Advanced

**What age group of students and level would your presentation cater to?**

- Pre-School     Elementary School     Middle School     High School

**What program areas will you target?**

- Literacy     Numeracy     Service Learning     Parent Education     Special Education     College & Career  
 Health & Wellness     Program Administration     Science, Technology, Engineering and Math (STEM)     Arts

**What is your preferred class size?** \_\_\_ Minimum \_\_\_ Maximum

**Will there be any pre-requisites for your presentation?**

- Request Pre-Assignments for Audience     Read/Research Specific Content     Other

**Based on your presentation, what do you expect participants to learn?** (use additional sheet if more space is needed)

**Training Description #2**

**What is the title of your training?**

**Provide a 100-word description of your training topic?**

**Please select the appropriate content area for the core competency options below:**

**National Afterschool Association  
Core Competency**

- |  |   |
|--|---|
| <input type="checkbox"/> Child/Youth Growth and Development          | <input type="checkbox"/> Youth Engagement                 |
| <input type="checkbox"/> Program Planning and Development            | <input type="checkbox"/> Safety and Wellness              |
| <input type="checkbox"/> Learning Environment and Curriculum         | <input type="checkbox"/> Interactions with Children/Youth |
| <input type="checkbox"/> Child/Youth Observation and Assessment      |   |
| <input type="checkbox"/> Cultural Competency and Responsiveness      |   |
| <input type="checkbox"/> Family, School, and Community Relationships |   |
| <input type="checkbox"/> Professional Development and Leadership     |   |

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| <input type="checkbox"/> Management/Administrators                              | <input type="checkbox"/> All     |
| <input type="checkbox"/> Frontline Staff for School-Based, School-Aged Programs | <input type="checkbox"/> Other:  |

**What is your target audience experience level?**

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**Additional Information**

**Certification and Signature**

I understand that upon acceptance to the **CASE for Kids** trainer registry, HCDE requires that relationships with external entities be documented with a formal agreement, such as a memorandum of understanding or a contract agreement. Please note, in addition to the formal agreement, HCDE may require personal information, such as a conflict of interest form or an IRS W-9 tax form be submitted prior to services delivered. Please note, **CASE for Kids** may provide a stipend for training services in some circumstances.

I certify that all information provided is correct and I would like to be considered for the **CASE for Kids** Trainer Registry list. Further, I understand that if selected, I will be required to complete a formal agreement as required by HCDE policy.

|                  |             |
|------------------|-------------|
| <b>SIGNATURE</b> | <b>DATE</b> |
|                  |             |

Return this form and attachments to CASE for Kids Training/Professional Development Specialist, Audrey Jefferson-Harrison at [casetrainings@hcde-texas.org](mailto:casetrainings@hcde-texas.org).  
For questions, call 713-696-2134.

***For CASE for Kids staff use only:***

|  |  |
|--|--|
| <b>CASE for Kids<br/>Quality Framework</b> | <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <input type="checkbox"/> Safe and Inclusive Environments<br/> <input type="checkbox"/> Effective Administrative Strategies<br/> <input type="checkbox"/> Diverse Learning Opportunities         </div> <div style="width: 35%;"> <input type="checkbox"/> Program Promotion<br/> <input type="checkbox"/> Collaborative Relationships         </div> </div> <p>NOTES:</p> |
|--|--|