

**2021 DEVELOPMENTAL DESIGNS INSTITUTE HOST APPLICATION**

School or District Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Application Submitted By: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Phone | Cell Phone: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**CHECK THE SUMMER 2021 MONDAY-THURSDAY WEEKS YOUR SITE WOULD BE AVAILABLE TO HOST AN INSTITUTE (Identify 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices on the lines next to your preferred dates.)**

___ June 14-17	___ June 22-24	___ June 28-July 1
___ July 12-15	___ July 19-22	___ July 26-29
___ August 2-5	___ August 9-12	___ August 16-19

**WILL THERE BE ANY OTHER EVENTS SCHEDULED IN THE BUILDING ON THE PREFERRED DATES?**

\_\_\_ YES If Yes, what event(s)? \_\_\_\_\_  
 \_\_\_ NO

**IS THE BUILDING FACILITY:**  fully air-conditioned  partially air-conditioned  not air-conditioned

*If the facility is partially air conditioned, please provide details here:* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**INDICATE AN APPROXIMATE NUMBER OF EDUCATORS/ADMINISTRATORS WHO WOULD BE INTERESTED IN ATTENDING THE FOLLOWING, FROM THE SCHOOL OR DISTRICT SUBMITTING THE APPLICATION:**

___ Developmental Designs Elementary School	4 day
___ Developmental Designs for Middle School 1	4 day
___ Developmental Designs for Middle School II (prerequisite DDMS1)	4 day
___ Developmental Designs for High School	4 day
___ Trauma Sensitive Schools	2 day
___ Open the Circle to Mitigate Bias and Shift Perspectives	1 day
___ Leadership, Weaving Self-Care	3 hours

View workshop descriptions at [www.developmentaldesigns.org](http://www.developmentaldesigns.org)

**DATE OF THE SCHOOL/DISTRICT'S FINAL DAY OF CLASSES BEFORE SUMMER BREAK:** \_\_\_\_\_  
**DATE OF THE SCHOOL/DISTRICT'S FIRST DAY OF FALL CLASSES:** \_\_\_\_\_

## DEVELOPMENTAL DESIGNS INSTITUTE HOST SITE RESPONSIBILITIES

**A DD Institute is open to public and independent schools nationally and internationally. In order to ensure an institute is successful, we ask the host school or district to provide the following logistical and promotional assistance to colleagues and school leaders within your district or supervisory union, professional network. Indicate if the following can be accommodated. An institute is comprised of at least 2 groups of 30 people.**

- Use of building space in exchange for a minimum of 2 tuition host credits, for two staff to attend institute. The more people who attend, the more tuition host credits will be granted.
- Host school/district in collaboration with The Origins Program will reach out to local and regional leaders and educators in your professional network to promote attendance. The Origins Program will provide the promotional pieces to add to your personal invitation.
- A contact person from the host site who will support coordination before and during the institute.
- Assistance with a building/space use permit application, if needed.
- Custodial services before and during the institute.

**A successful host site features the following-indicate if these can be accommodated.**

- Four to eight cleaned air-conditioned classrooms, each large enough to accommodate a circle of chairs for up to 31 adults. The number of rooms needed will depend upon how many people register.
- Adult sized chairs for the chair circles *and* chairs and tables (or desks) and for breakout sessions.
- LCD Projection system in each room.
- At least one air-conditioned group gathering space, such as a cafeteria, gymnasium or media center, to accommodate 50-100 people for a morning gathering and lunch each of the 4 days. The Origins Program arranges and pays for lunch each day.
- Access to parking for attendees.
- Access to outdoor and (indoor if needed) space each day for a short time before the lunch break.
- Custodial support for set up, room cleaning and maintaining restrooms
- Access to the building for a few hours the day prior to the start date, which may be a Sunday.

**Complete and return both pages of this application with a building diagram** indicating available air-conditioned classrooms, group meeting space, parking space to [origins@originsonline.org](mailto:origins@originsonline.org).

Attention: 2021 DD Institute Host Application.

