

## Reservation Form & Invoice

**Keep a copy of this form for later reference.**

The IHM Office of Formative Support accepts reservations on a “first-come” basis. To reserve a date on the calendar the Office must be in possession of a **fully completed** form. **Leave no blanks**. Use the abbreviation NA (Not Applicable) if an item does not apply to your situation. If you have needs or concerns that are not covered by this generic Reservation Form please communicate your concerns at the end of the Invoice.

- Consult **POPULAR TOPICS** (*homepage, bottom, left*) at [www.ParentTeacherSupport.org](http://www.ParentTeacherSupport.org) to determine which presentation(s) you desire.
- Consult **SPEAKER INFO** (*homepage, bottom, center*) at [www.ParentTeacherSupport.org](http://www.ParentTeacherSupport.org) to obtain Speaker Bio/Curriculum Vita, Suggestions to encourage parent participation, Venue-History, etc.
- The presenter will “book” **TRAVEL PLANS** in coordination with other ministry events and return to you an itinerary. You are responsible to reimburse the cost if you cancel the reservation.
- Provide **GROUND TRANSPORTATION** to/from airport or train and to/from your event(s).
- Make **LODGING ARRANGEMENTS** in a Convent or Hotel. The presenter will pay the charges.
- **EQUIPMENT NEEDS**: Site host needs to provide:
  - LCD projector & screen
  - speakers for computer or a sound system
  - podium
  - cup or glass of water
  - Table - for sale of books/CDs

The presenter will bring a Macintosh computer and necessary VGA and/or HDMI adapter(s).  
*The presenter prefers to have the computer at the podium.*

**EVENT PREPARATION**: Site host needs to:

- Duplicate handout(s).
- Consult **SPEAKER INFO** at [www.ParentTeacherSupport.org](http://www.ParentTeacherSupport.org) to obtain Speaker Bio/Curriculum Vita, Program Descriptions, Suggestions to encourage parent participation, Venue-History, etc.
- Pre-advertise the event.
- Pre-advertise sale of books and CDs.

**PAYMENT**: Payment is due on-or-before the event. *Make checks payable to “Sisters of IHM.”*

Remit payment to:

IHM Formative Support  
c/o Sr. Patricia McCormack, IHM  
St Barnabas Convent  
6328 Buist Avenue  
Philadelphia, PA 19142-3097

[DrPatMcCormack@aol.com](mailto:DrPatMcCormack@aol.com)

Mobile: 703-237-2891

*Formative Support Services* is a ministry of the Sisters, Servants of the Immaculate Heart of Mary, Immaculata, PA. Financial compensation is ministry-based rather than profit-based. In a spirit of justice, fees fluctuate based on group engagement, location/time zone distance, length of stay, and scope of work. **If the standard fees present a financial hardship financial assistance is available. Please communicate the specifics of your situation.**

## **Travel Expenses**

(From/To 6328 Buist Avenue, Philadelphia, PA 19142)

**Long Distance** (Central, Mountain, & Pacific Time Zones) travel expenses include: plane/train, travel day(s) expenses, 2-night lodging, meals, and *one day of presentation-work*. Additional work-related days incur additional charges of \$150 per day for hotel and meals. **(\$1500)**

**Eastern Standard Time Zone** (greater than 200 miles) includes: travel day(s) expenses, 2-night lodging, meals, and *one day of presentation-work*. Additional work-related days incur additional charges of \$150 per day for hotel and meals. **(\$800)**

**Drivable Distance** (maximum 200 miles) includes: travel day(s) expenses, 2-night lodging, meals, and *one day of presentation-work*. Additional work-related days incur additional charges of \$150 per day for hotel and meals. **(\$300)**

**Local** (50 mile radius) travel expense includes mileage and travel meal(s). Additional work-related days incur additional charges of \$150 per day for hotel and meals. **(\$50)**

## **Fee Schedule**

### **Type of Presentation**

- Parent Session (1-2 Hours) **\$300**
- Keynote at an Event (1 hour) **\$500**
- Single PD Session (2 Hour Maximum) **\$350**
- Half Day PD Event (3 Hour Maximum) **\$800**
- Full Day PD Event (3 – 5 hours) **\$1500**

### **Sliding Scale for Professional Development Events**

*Upon request STANDARD FEES will be adjusted for:*

- (1) a single school/parish
- (2) professional associations (i.e., Principals, DREs/PCLs, Catechists)
- (3) a cluster event for 2-4 schools.

### **Preferential Option for the Poor**

Upon request substantial financial assistance is available for a school or parish that serves a low income population.

## **Student Assembly and/or School Visitation**

The presenter accepts invitations to speak with students *only if* the presenter is on-site to give a presentation for adult presentations. **(\$300)**

- Student presentations limited to four sessions in a day.
- Preferred Session Length:
  - Elementary, 20 minutes
  - Intermediate, 30 minutes
  - Middle School, 45/60 minutes
  - High School, 45/60 minutes

## DROP DOWN MENUS

### A= Population Demographic

- Arch/Diocesan Event
- Regional/ Deanery/ Cluster of 5 or more schools/parishes
- Cluster of 2 – 4 schools/parishes
- One Individual School or Parish
- A Professional Association

### B = Travel Distance

- International \$3000
- Long Distance (Central, Mountain, & Pacific Time Zones) \$1500
- Eastern Standard Time Zone (greater than 200 miles) \$800
- Drivable Distance (maximum 200 miles) \$300
- Local (50 mile radius) \$50

### C= Lodging Expenses

- 1-2 days included in travel costs \$000.00
- 3 days of presentation-work \$150.00
- 4 days of presentation-work \$300.00
- 5 days of presentation-work \$450.00

### D= Type of Presentation

- Parent Session (1-2 Hours) \$300
- Event Keynote (1-1.5 Hour) \$500
- Single Session (2 Hour Maximum) \$350
- Half Day Event (3 Hour Maximum) \$800
- Full Day Event (3 – 5 hours) \$1500

### E= Sliding Scale for Professional Development Events

- I am able to pay the standard fees. (\$000)
- Single School or Parish: Half-Day (Credit \$300)
- Single School or Parish: Full-Day (Credit \$500)
- A Professional Association: Half-Day (Credit \$300)
- A Professional Association: Full-Day (Credit \$500)
- Cluster of 2 – 4 schools/parishes: Half-Day (Credit \$200)
- Cluster of 2 – 4 schools/parishes: Full-Day (Credit \$300)

### F. STUDENT PRESENTATIONS

- Not Applicable (\$ 00.00)
- Schedule Student Sessions (\$300.00)