



## PRE-WORKSHOP INFORMATION REQUEST FORM

### CHINA INSTITUTE AT YOUR SCHOOL PROGRAM

Name of the School:	
Address	
Requested Workshop Date(s) & Time(s) (Dates should be at least two weeks prior to the workshop date)	
Requested Workshop Theme/Subject  <i>Please refer to our website:</i> <a href="https://chinainstitute.org/school/for-k-12-schools/china-institute-at-your-school/">https://chinainstitute.org/school/for-k-12-schools/china-institute-at-your-school/</a>	

**Thank you for participating in China Institute at Your School Workshop Program. To help our workshop instructors prepare for their lessons, please answer the following questions:**

**1. Primary Contact Person from the School for Workshop-Related Questions**

Name	
Title	
Email	
Phone	

**2. About the Students\***

How many students will be participating in the workshop?	
What are the age(s) of the students?	
How many students are native Chinese speakers?	
How many students are studying Chinese language?	

*\* NOTE: It is not a prerequisite for students to know or study Chinese language to take these workshops*



3. **Workshop Format:** In-person  Online

If you choose online option, please answer the following question

Do students have access to ZOOM?  (If not, please indicate the virtual platform of your choice)	YES <input type="checkbox"/> NO <input type="checkbox"/>
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4. **About the Teachers**

How many teachers from the school will be present at the workshop?	
What are the names of the teachers who will be present at the workshop?	
What has the class already studied about China? Do you have further lessons planned about China?	
Would you like us to try to relate the workshops to your curriculum?	
What would the students' teacher(s) most like to see us accomplish with the students?	



10. **Additional Information** – If there is something else we should know about, please tell us in the box below.

- China Institute and the School may terminate this contract by giving a written notice at least two weeks before the effective workshop start date.
- Requests must be made at least two weeks in advance.
- Payment must be completed before the workshop can be finalized. At least one week before the workshop date requested.
  - if workshop is cancelled 2 weeks before the scheduled workshop date, full refund will be issued.
  - if workshop is cancelled 48 hours in advance an 80% refund will be issued.
  - if workshop is cancelled 24 hours in advance no refund will be issued.
  - - All Workshops will be confirmed upon the match of class availability with the availability of the instructor.
  - - If the Workshop needs to be cancelled by China Institute, the school will be offered a chance to reschedule, and if that is not a possibility, a full refund will be offered.
  - - Classroom Teachers are required to be present at all times during the workshop.

**FOR CHINA INSTITUTE OFFICE USE ONLY**

Type of School:  Public - FREE  Private - \$200  
Payment Information: Credit  Check   
Credit Card Info:  
Type: VISA  DISCOVER  AMERICAN EXPRESS  MASTER CARD   
  
Card Number: \_\_\_\_\_  
  
Expiration Date: \_\_\_\_\_  
  
Security Code: \_\_\_\_\_  
  
Billing Zip Code: \_\_\_\_\_