

The workshop 'Make a Step' will impact your students in a unique way, which they rarely have experienced before. It is motivating them to be able to share and connect together and make a step forward in their life-journey and step out of their comfort zone. The workshop is an answer for many of those teenagers, where they are able to see that they are not alone, that they are beloved and they do matter in this world! Also, that they can make a next step in order to grow and get healed if they need to and have a positive mental breakthrough.



Regarding our meeting on _____ we like to confirm some agreements we made together.

We, as 'Make a Step - team', empowered by 'People2People - foundation', do agree with you, as *(name and function)* _____ about the following details:

We, as 'Make a Step', provide for you 130 minutes of activities with your students. We do this with an enthusiastic team and we bring our own equipment. We provide the materials and will take responsibility over it in order to have a positive impact on your students, so this can have a positive influence on the atmosphere in your school, as well on their personal mental state. We lead the students through each step during this workshop and we also will be a support for you in the background for their aftercare, in negotiation with you.

In order to have a proper cooperation, it is necessary that at least one school leader, namely the school psychologist and / or classmaster, will participate the entire workshop.

You provide for us, as agreed, the room, namely _____

We agree on doing the workshop on *(date)* _____ and we will start at _____. The workshop will last at least until _____.

You will provide the room **one hour in advance**, at _____, so we can set up the room as we need for the workshop, also that we can use some tables and chairs for each person.

You also give us the opportunity to evaluate the workshop with you, right after we finish the workshop, so we can manage the aftercare well. This takes about 20 minutes. After that, we, as the 'Make a Step - team', will clean up the room.

We stay connected with each other for at least a week after the workshop, as much as we need, in order to see the students are doing well.

We agree on a number of _____ students from class _____.

All the students will participate the entire workshop from the beginning till the end, unless otherwise agreed in advance.

We will respect the privacy of the students and therefore **we keep the doors of the room closed during the workshop** and nobody else will come into the room, *not even to just watch in silent*, except express permission of the team.



School:

Name school leader:

Signature:

Make a Step:

Signature:

Date of signature: