



OneKidz Programme[®]

Booking-cum-Confirmation Form

Attention :
(Primary School)

Fax:

Thank you for your interest in the OneKidz Programme.

Step 1: Workshop Booking Request by the School

Please fill in Section A of this form to register your students for the workshop and send it to E-mail: feedback@onepeople.sg. We will let you know about the availability of the facilitators within five working days upon receiving your booking request.

SECTION A – WORKSHOP DETAILS

▪ School Name and School Address	:	
▪ Teacher-in-Charge	:	
▪ Contact Details	:	(Office)
		(Mobile)
		(Email)
▪ Total No. of Sessions¹	:	2 sessions/ 4 sessions (please circle accordingly)
▪ Students per Workshop	:	
▪ Total No. of Students	:	
▪ Level of Students (e.g. Primary 4)	:	
▪ Preferred Time Slots²	:	Time Slot 1: Date: _____ Time: _____
		Time Slot 2: Date: _____ Time: _____
		Time Slot 3: Date: _____ Time: _____
		Time Slot 4: Date: _____ Time: _____

¹ The workshop size is minimum 20 students and maximum 40 students per workshop. The school will be invoiced for 20 students if the number of students for the workshop is less than 20.

² Maximum three concurrent workshops per half day. The duration of each session is 1.5 hours.

Step 2: Acceptance of Workshop Booking Request by OnePeople.sg

We are pleased to accept your booking request as indicated in Section B and C. The profiles of the trainers are attached. Please verify the details in Sections A to C. To confirm the workshops, please sign the confirmation at Section D, and send the form (all three pages) to Fax: 6259 0014. Thank you.

SECTION B – WORKSHOP TIME SLOTS (FOR OFFICIAL USE)

<input type="checkbox"/>	Booking request accepted on time slots as follows:
<input type="checkbox"/>	Time slot 1 <input type="checkbox"/> Time slot 2 <input type="checkbox"/> Time slot 3 <input type="checkbox"/> Time slot 4
<input type="checkbox"/>	Booking request accepted on revised time slots as follows:
	Time slot 1: _____ Time slot 2: _____
	Time slot 3: _____ Time slot 4: _____

SECTION C – WORKSHOP REQUIREMENTS (FOR OFFICIAL USE)

▪ Fee	:	For 1 – 200 students : \$30 per student For 201 students and above : \$25 per student
▪ Venue	:	Workshops will be held on the school's premises.
▪ No. of Rooms Required	:	Please provide <u>X</u> seminar rooms/ classrooms (min. capacity of 40 persons per room – cluster style seating). Auditoriums are not recommended, as they are not conducive for workshop activities.
▪ Equipment Required	:	Each room should be equipped with: <ul style="list-style-type: none"> ▪ Laptop or Desktop computer ▪ Projector (linked to laptop/desktop) ▪ Projector screen ▪ Flip charts and markers ▪ Whiteboard
▪ Students' Dress Code	:	P.E. attire (For participation in workshop activities)
▪ Set-Up Time	:	At least 15 minutes before commencement of each workshop

NOTES:

1. Cancellation : At least one week's notice before commencement of the first workshop.
2. Attendance : The facilitators will do a headcount of the students before commencement of the workshop. Teacher(s)-in-Charge are encouraged to monitor students' attendance as necessary.
3. Billing : Schools will be invoiced within ten working days after the completion of all workshops in the series.
4. Evaluation : Evaluation results of the students' feedback will be sent to the Teacher-in-Charge within 15 working days after the completion of all workshops in the series.

Name of Processing Officer: _____ Signature: _____
 Designation: Programme Manager Date: _____

Step 3: Workshop Confirmation by the School

Please verify the details in Sections A to C. To confirm the workshops, please sign the confirmation at Section D, and send the form (all three pages) to Fax: 6259 0014. Thank you.

Note: The workshops are not confirmed until we receive your signed confirmation.

SECTION D – CONFIRMATION OF WORKSHOPS

I confirm that **[INSERT NAME OF PRIMARY SCHOOL]** shall engage OnePeople.sg to conduct the OneKidz Workshops as per details stated in Sections A to C (on pages 1-2) of this form.

Name of Teacher-in-Charge or : _____
Authorised Personnel

Designation (if applicable) : _____

Signature and School Stamp : _____

Date : _____

Thank you for your confirmation!

Queries:

Programme Manager
OnePeople.sg
DID: 6259 4116
Fax: 6259 0014
Email: Feedback@onepeople.sg