



THE HUMANE SOCIETY OF THE UNITED STATES

Thank you for your organization's interest in one of our training programs and for inviting Humane Society University (HSU) into your community. HSU, a program of The Humane Society of the United States, conducts workshops across North America in collaboration with The HSUS regional offices. We offer our programs as either a private in-service training for your staff only or as a public workshop open to any interested individuals. We prefer to have at least 4 – 6 months to prepare and promote a public workshop. It is possible to schedule private in-service trainings on a shorter time frame if HSU's overall schedule allows.

What we offer

For both private and public trainings, Humane Society University will:

- Provide the instructor/s and pay all instructor fees and expenses including travel, transportation, meals and hotel accommodations
- Cover the cost for workshop materials and/or the reproduction of materials
- Provide certificates of completion for attendees and any follow-up mailings

For trainings open to the public, we additionally:

- Manage registration including collection of monies, as well as mailing confirmations and materials.
- Produce and mail promotional materials which will include your organization's name and logo.
** In order to be environmentally friendly and conserve resources, HSU markets primarily online/via email. If your organization would like HSU to send a hardcopy mailing to your local area, you will need to specifically request a mailing no later than 16 weeks prior to the date of the workshop. The promotional materials, which will include your organization's name and logo, will also be available to your organization as a PDF document, which can be reproduced by your organization for distribution in your area.*
- Promote the training on HSU's website, humanesociety.org/university, in HSUS publications, and at appropriate events, as time allows.
- Provide the cosponsoring agency with complimentary registration(s) (number of tuition waivers will vary based on overall registrations).

What we ask of your organization

In order to host an in-service training for your staff or one open to the public, we ask that your organization:

- Be able to meet minimum attendance requirements with your staff (in-service) or be located in a well populated area so that minimal attendance goals can be reached (public).
- Provide a suitable training room including tables and chairs that will accommodate the desired number of participants; room setup may require table and chairs to be set in a designated pattern.
- Obtain equipment, including audio-visuals, specific to the training, or assist in renting equipment.
- Provide a staff person to help coordinate the day of the training (student check-in, assist instructor, etc).
- Appoint a contact person in your organization for all workshop related communications with HSU staff.

If you choose to cosponsor a training open to the public, we also ask your organization to:

- Provide morning and afternoon refreshments (e.g. coffee, tea, bagels in the AM; soft drinks with cookies or brownies for afternoon break/s).
- Help market and promote the workshop in your community and encourage registrations, including contacting regional and state associations.
- Arrange with a local hotel/motel to provide reduced rates to workshop attendees, if possible.
- Provide information on restaurants within close proximity of training site.

Finally, for trainings open to the public, we prefer that the training venue be within close proximity to a major highway, no more than 30 minutes from a major airport, and close to the local hotel/motel where participants will be staying. It is also preferred that there are restaurants within a reasonable travel distance (5 to 10 minutes by car) from the training venue.