THE BASICS
Life Principles Academy is a four-hour pro-life training event which teaches how to intelligently and effectively communicate the pro-life position to others using ten fundamental principles of logic, ethics, and justice.

The main purpose is to train people to use Healing the Culture’s *Principles and Choices* educational curriculum, but anyone may attend and benefit from the event, including teachers, youth ministers, parents, pastors, organizational leaders, small group leaders, book study members, catechists, Sunday School teachers, home school parents, college students, and anyone else who has a venue for teaching from our toolbox of pro-life materials.

The four-hour training is offered by Healing the Culture and hosted by a local organization. It is non-denominational, and is usually held at a church or school facility, in a classroom-style setting, with tables and chairs for participants.

The cost is $39 per participant, and includes free parking, refreshments, materials, the four-hour training, and a free Starter Kit of our most important books and resources worth $70.

SAMPLE SCHEDULE
The timing of the Academy is somewhat flexible, but always occurs on a **Saturday**.

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:30</td>
<td>Check-in and Light Lunch</td>
</tr>
<tr>
<td>12:00</td>
<td>Welcome and Introduction</td>
</tr>
<tr>
<td>12:15</td>
<td>Session I</td>
</tr>
<tr>
<td>1:15</td>
<td>Break</td>
</tr>
<tr>
<td>1:30</td>
<td>Session II</td>
</tr>
<tr>
<td>2:30</td>
<td>Break/Refreshments</td>
</tr>
<tr>
<td>2:45</td>
<td>Session III</td>
</tr>
<tr>
<td>3:30</td>
<td>Q &amp; A</td>
</tr>
<tr>
<td>3:45</td>
<td>“Go Make a Difference”</td>
</tr>
<tr>
<td>4:00</td>
<td>END. Staff and volunteers break down room and clean up.</td>
</tr>
</tbody>
</table>
THE DETAILS

Below is a detailed explanation of the duties and responsibilities of the hosting organization (you) and Healing the Culture (HTC). When you are ready to commit to an LPA, please check each box to indicate that you understand your responsibilities, and sign the last page. Make a copy of this document for your records, and return the original to: Healing the Culture, P.O. Box 517, Monroe, WA 98272.

First Things:

☐ Put together a small committee that will be in charge of organizing the event. Choose a leader and make sure we have his or her email address and cell phone number. This will be the person with whom HTC communicates.

☐ If your event is being held within Washington State: It takes 50 paid registrations to cover HTC’s costs for holding this event. Healing the Culture will cancel the event if less than 30 people have registered by 48 hours before the event. (See cancellation policy.) Once 30 people have registered, you will be responsible to pay the difference for registrations under 50 persons. Once we achieve 50 paid registrations, your financial obligation to HTC will be zero. If we achieve more than 50 paid registrations, the excess registration fees will be awarded to you in the form of a check, after the event.

☐ If your event is being held outside of Washington State: It takes 100 paid registrations to cover HTC’s costs for holding the event (includes travel costs for 2 staff members). Healing the Culture will cancel the event if less than 50 people have registered by 72 hours before the event. (See cancellation policy.) Once 50 people have registered, you will be responsible to pay the difference for registrations under 100 persons. Once we achieve 100 paid registrations, your financial obligation to HTC will be zero. If we achieve more than 100 paid registrations, the excess registration fees will be awarded to you in the form of a check, after the event.

☐ Select a date for the conference (be sure to coordinate this with HTC).

☐ Research and secure a suitable location, which must be approved in advance by HTC. You will be responsible to make arrangements and communicate with the location representatives, taking care of whatever they need – including signing any necessary venue usage contracts. You will also be responsible for getting accurate directions to the venue, and sharing these directions with HTC to post on our website registration page.

☐ You must sign the contract before your Academy date will be confirmed by HTC. This document will serve as our contract with you. To ensure adequate planning, preparation,
and promotions, we require a minimum of 60 days between when the signed contract has been received in our office, and the date of the Academy.

Advertising and Promotions:

☐ In order to ensure adequate and professional advertising of your event, Healing the Culture will mail up to 1500 professionally designed, large promotional postcards at our expense. (Additional postcards can be mailed at your expense.) We may also send a follow up mailing to offer free materials to individuals who were not able to attend the training. The hosting organization must agree to one of the following options:

1. Forward your mailing list to HTC for a one-time mailing to advertise your event, plus a one-time follow up mailing offering free materials to individuals who were unable to attend the event. **HTC guarantees that we will not release the data of your mailing list to any other person, entity, or organization; that we will destroy your list after our mailings have been sent; and that we will not retain any of the data from your list. The sole purpose of our use of your list will be to advertise your event and follow up once with those who could not attend.**

2. Forward two sets of labels to HTC for a one-time mailing advertising your event, plus a one-time follow up offering free materials to persons who were unable to attend the event. **All the guarantees in #1 above apply.**

3. Direct HTC to have up to 1500 postcards and follow up letters/envelopes mailed to your address. You pay for the postage for both mailings, and guarantee that the postcards and follow up flyer will be mailed on schedule.

4. Direct HTC to have up to 1500 postcards and follow-up letters mailed to your address. You guarantee that you will stuff bulletins with the postcard three weeks before the event, and that you will stuff bulletins with the follow up flyer within three weeks after the event.

☐ You will be responsible to promote the Academy through other means of local advertising, such as other Catholic, Protestant, and Evangelical churches, other pro-life organizations and ministries, social media, religious schools, religious media, etc. **Please note** that the purpose of this event is to train people who are already pro-life, and not to promote it to an audience that may be hostile or disruptive. We ask that you not advertise the event in venues where you are likely to encourage a hostile crowd which may disrupt the event.

☐ Healing the Culture will provide you with an electronic copy of a promotional flyer, which you can email or print and distribute to local churches, bookstores, and other venues for
advertising. Any other advertising pieces you want will need to be created by your group, but HTC can provide you with electronic copies of our style elements to assist you.

Registration:

☐ Healing the Culture (HTC) will provide registration through our website. The hosting organization should be sure that all of your own advertising and promotions direct people to www.healingtheculture.com for registration.

☐ HTC does not handle scholarships, but encourages hosting organizations to offer them to groups such as pastors, legislators, and students with valid IDs. If you provide paid scholarships, make sure you include a phone number in your advertising directing eligible persons to call you. After you have verified the person’s eligibility, you can log onto our website and register for that person. You will be responsible for the full registration fee for each recipient. It is up to you to decide whether or not you wish to grant scholarships, how many, and to whom. You might also consider offering a “two-for-one” church staff deal, where your hosting organization will pay for the registration of one staff member per church, with the stipulation that they have to bring someone else with them who pays.

Cancellation Policy:

☐ Healing the Culture will cancel the event if there are less than 30 registrants 48 hours before the event (or less than 50 registrants 72 hours before an event outside of Washington State). HTC will be responsible for contacting registrants and offering refunds. We may also work with you to postpone the event for another time.

The Event:

☐ Direct people where to go with signage for the outside and inside of the venue.

☐ Provide a backup laptop (in case ours does not connect to your projector equipment), and a PowerPoint projector, screen, microphone, and laptop speaker or sound system. Make sure that someone is on hand who knows how to set up and use the equipment. Let us know early if you are unable to acquire any of these items.

☐ Provide a light and healthy lunch. If you submit receipts, HTC can reimburse up to $75 of refreshment expenses.

☐ Hosting organizations may not sell anything at the event. Displays must be approved in advance by HTC. We will ask for the removal of displays that conflict with our mission, such
as anything with violent or disturbing images. Local announcements and handouts must be approved in advance, and should be held until the end of the event, after Q&A.

☐ Provide several volunteers to set up, check in registrants, welcome attendees, host the refreshment table, and clean up after the event. Your volunteers should remain at the venue with HTC staff until everything is clean and all registrants have left. You will be responsible to lock up after the event is over.

☐ HTC will provide nametags, pens, banners, conference packets, the presenters of the event, and free Starter Kits and Certificates of Completion for each LPA graduate. We will also provide a free quarterly newsletter and free ongoing telephone or email assistance to LPA graduates.

☐ If you used a third party venue, you should send a “thank you” note to the venue after the event.

THE AGREEMENT

Signed By:

__________________________________________________________________________
A representative of Healing the Culture

__________________________________________________________________________
A representative of [Your Organization]

__________________________________________________________________________
Title

__________________________________________________________________________
Title

__________________________________________________________________________
Date

__________________________________________________________________________
Date

Name of the person who will be HTC’s main contact from your organization:

__________________________________________________________________________

Email address:

__________________________________________________________________________

Cell phone number: