



KRI Aquarian Teacher Training

OUTREACH PROGRAMS

Lead Trainer / Local Organizer / Program Administrator Agreement

INTRODUCTION

Aquarian Teacher **Outreach Programs** are when an individual or a yoga center sponsors a local teacher training program and brings in an outside Lead Trainer.

For such situations, KRI would like to highlight the different roles and responsibilities of the Lead Trainer, the Local Organizer and the Program Administrator; explain how these may be divided up; and encourage all parties to make a written agreement regarding them before the program begins.

The purpose of a written agreement is to eliminate any responsibilities that may fall through the cracks. By making an agreement prior to the start of the program, trainers and organizers can be sure that all aspects of the course are accounted for, that an appropriate person is assigned to carry out each required task and that the financial aspects of the program are mutually agreed upon.

BASIC GUIDELINES

KRI owns all the rights to Aquarian Teacher Training Program of Kundalini Yoga as taught by Yogi Bhajan.

Qualified and licensed Lead Trainers may contract with KRI to run a Teacher Training program anywhere in the world.

KRI contracts **ONLY** with Lead Trainers and KRI holds the Lead Trainer fully responsible to plan, promote, organize and deliver the program according to the guidelines and standards set out in the contract.

A yoga center or individual (who is not a Lead Trainer) may wish to initiate a KRI Teacher Training program at their center or in their area, in which case they will need to make an agreement with a Lead Trainer.

In these situations, it is very important that all parties have a mutual understanding and agreement as to the various roles and responsibilities which are part of the Teacher Training program.

While it is understood (and encouraged) that the organization and delivery of such a Teacher Training program will be a collaborative effort, in the end, **KRI holds the Lead Trainer solely responsible for ALL aspects of the program.**

Furthermore, while various aspects of the program may be delegated to others, there are certain aspects of the program which KRI requires that the Lead Trainer to maintain full control.

FINANCIAL MODELS

There are two basic financial approaches to an Outreach Program. Whichever is chosen, it is critical that all financial are mutually agreed upon in a written document before the program is contracted.

- The Lead Trainer may take full financial responsibility for the program. In which case it is important that it is clear what financial compensation the local organizer, administrator and/or yoga study will receive for their services. This may be in the form of a lump sum of money, a percentage of the program income or a combination of the two.

Any agreement should include:

- Rent for use of rooms and facilities.
- Payment for organizational, administrative or other local rendered services (including hosting students and providing ongoing support and guidance).
- Expectations in regards to airport pick up, local lodging, meals etc. for LT and Trainer team.
- Possible income or profit sharing for local center or initiator.
- (The LT should make separate financial agreements with members of the Training Team.)

- The local sponsor may take full financial responsibility for the program. In which case it is important that it is clear what financial compensation will be given to the Lead Trainer and other members of the Training Team. This may be in the form of a lump sum of money, a percentage of the program income or a combination of the two. It should also be clear how travel, lodging and meal costs will be covered for the Lead Trainer and Training Team.

Any agreement should include:

- Teaching fees for the LT and each member of the Trainer Team.
- Travel and lodging costs for LT and members of Trainer Team.
- Possible income or profit sharing for LT (and Trainer Team).
- Expectations in regards to airport pick up, local lodging, meals etc. for LT and Trainer team.
- Payment of KRI royalty and teaching materials.

ROLES & RESPONSIBILITIES

Lead Trainer (LT)

1. KRI holds the Lead Trainer solely responsible for ALL aspects of the program.
2. The LT may discuss the composition of the Trainer Team with the local sponsor, but will make all final decisions in regards to who is on the team.
3. The LT may discuss the financial remuneration him/herself and all members of the training team with the local sponsor, but must at least agree on all final decisions.
4. The LT and the local sponsor should mutually agree upon the program's class room dates and daily time schedule.
5. The LT may discuss the curriculum with the local sponsor and any member of the training team, but and must make all final decisions.
6. The LT must teach at least 20% of the course, but not more than 80% of the course.
7. The LT is responsible to organize and oversee a system which ensures that the students receive the necessary individual support and guidance as they go through the Teacher Training program's learning and personal transformative experience. This should be done in close collaboration with the local organizer.
8. The creation of marketing materials may be delegated to the local sponsor. If that is the case then the LT must provide the local sponsor with KRI's PR guidelines and is responsible for reviewing and approving marketing materials.
9. The LT must review and sign program contract with KRI.

Local Organizer –

With the agreement of the LT, the Local Organizer may:

1. Select training dates and submit to Lead Trainer for approval
2. Create marketing materials and submit to Lead Trainer for approval
3. Assist in scheduling program requirements
4. Have input in selection of Teacher Training Team
5. Be responsible for communication to Teaching Team members regarding logistics and scheduling
6. Assist in organizing and overseeing student support and guidance
7. If a residential program, arrange room and board for students and trainers
8. Track and receive student materials.
9. Collaborate with Lead Trainer on financial responsibilities and budget
10. Liaise with KRI Contract Manager
11. Be part of Training Team if they are qualified members of Aquarian Trainer Academy.

Program Administrator –

With the agreement of the LT, the Program Administrator may:

1. Fill out contract

2. Submit manual order form
3. Submit student contact list and course royalty payment to KRI
4. Oversee general course administration and logistics
5. Create marketing materials
6. Liaise with KRI Contract Manager
7. If a residential program, arrange room and board for students and trainers
8. Track and receive student materials

Please note that the positions of Local Organizer and Program Administrator are not mutually exclusive. Duties may overlap or be reassigned from one position to the other, depending on what the Lead Trainer desires/approves.

KRI will do everything it can to support the success of an Out Reach Program and all the stake holders of that program. Our Out Reach Manager is there to help with all the preliminary planning and our Contract Manager is there to give support in all aspects of contracting and certifying. We encourage and support open, direct, respectful communication between all parties involved in the early planning stages and throughout the duration of the course. And we are there to help with any problems which might arise.