



UNDERTAKING FOR FRIENDS FACILITATORS

I _____ OF _____
(Facilitator Name) (Organisation Name)

Undertake to FRIENDS Resilience Pty Ltd ACN 112 233 566 that:

1. I will, in good faith, comply with all terms and conditions legally requested by the Friends Resilience Organisation in relation to the FRIENDS Programs including but not limited to the terms set out in this document.
2. I will adhere to the structure of the FRIENDS Programs (including but not limited to Fun FRIENDS, FRIENDS For Life, My FRIENDS Youth and Adult Resilience) ("Programs") and that I will deliver each of the Programs in sequence, from the first to the final session in full completion of each program.
3. As a FRIENDS Facilitator, I will lawfully obtain and access only authorised versions of the FRIENDS Resources* including manuals and activity books, digital applications, digital media and any other primary or auxiliary material.
4. **One new authorised copy of the activity book will be obtained for and provided to each participant for the program they are participating in. The activity books CAN NOT BE RE-USED, by different participants. Each activity book is to be kept by the participant as a private record of the skills learnt.**
5. **Photocopies, PowerPoints, handouts, and use of electronic whiteboards are NOT authorised for the replacement of the FRIENDS activity books. Each participant MUST have their own activity book but this can be supplemented by electronic whiteboard use of the FRIENDS materials only by Licensed Partners.**
6. I acknowledge that I am only accredited to deliver the FRIENDS Programs for a period of three years from the date that I am trained as a Facilitator and that I am only accredited to deliver the Programs in which I am trained. I must retrain every three years to continue to use the FRIENDS Programs.
7. I will not make any unauthorised modification to the Friends Resources including the Facilitator Manuals, Activity books, be it digital, hardcopy or in any other format.
8. I will not unlawfully distribute or copy the Friends Resources or access to the Friends Resources under any circumstances.
9. I will not video, film or otherwise record the FRIENDS Training slides and/or presentation without the prior written permission of the Friends Resilience Director.
10. If I become aware of any unauthorised FRIENDS Resources and/or FRIENDS Training then I will immediately alert Friends Resilience in writing by email to director@friendsresilience.org.
11. **I understand and agree that Facilitator Training does not give me the right nor ability to conduct any of the FRIENDS Programs for commercial purposes**, and that I require a grant of right under licence by Friends Resilience to charge participants for attending any FRIENDS Programs, that I may conduct for commercial purposes.
12. **I understand and agree that Facilitator Training does not give me the right nor ability to train other facilitators**, and that I require a licence agreement with Friends Resilience prior to training facilitators AND/OR delivering the Friends Programs on a commercial basis.
13. I understand and agree that my accreditation automatically expires if I leave the employment of the licensed organisation under which I was trained and if I intend facilitating the FRIENDS Programs I must obtain my own License. I further understand that I cannot use the FRIENDS Programs in any capacity until this process is complete. To enquire about a License, please contact licensing@friendsresilience.org.
14. I understand that I will require a licence agreement with Friends Resilience prior to conducting any research using the FRIENDS Programs.
15. You agree to this document being kept by Friends Resilience Organisation and understand that it may be used as evidence of your commitment to Friends Resilience and correct delivery of the FRIENDS Programs.
16. You agree that any breach of this undertaking will incur legal penalties and damage costs.
17. FRIENDS Resilience reserves its rights to prosecute any organisation or individual delivering the FRIENDS Programs without providing the new authorised activity book to each participant.
18. I acknowledge that Friends Resilience retains Intellectual Property rights of the FRIENDS Programs and the FRIENDS Resources. I understand that I may be prevented from delivering the FRIENDS Programs, should I fail to adhere to my undertakings, as above stated.

*For the purposes of this Agreement, the phrase "FRIENDS Resources" includes and is not limited to the Facilitator Guide and Activity book for Fun FRIENDS, FRIENDS For Life, My FRIENDS Youth and Adult Resilience in both manuscript and digital format, as well as any auxiliary PowerPoint Slides, resources and materials.

SIGNATURE _____
(Training Participant)

Full Name: _____
Contact Phone: _____
Email: _____
Date: _____

SIGNATURE _____
(Manager or director of your organisation/school)

Full Name: _____
Contact Phone: _____
Email: _____
Date: _____

FRIENDS Programs – Resource Order Form – 2017

NOTE: This order form is for orders placed within Australia ONLY. For International orders please email management@friendsresilience.org

ITEM	UNIT COST	QUANTITY	TOTAL
FUN FRIENDS Activity Book (Ages 4 - 7) Minimum order: 20 Activity books			
FUN FRIENDS Facilitator's Guide (Ages 4 – 7)			
FRIENDS FOR LIFE Activity Book (Ages 8 – 11) Minimum order: 20 Activity books			
FRIENDS FOR LIFE Facilitator's Guide (Ages 8 – 11)			
MY FRIENDS YOUTH Activity Books (Ages 12 – 15) Minimum order: 20 Activity books			
MY FRIENDS YOUTH Facilitator's Guide (Ages 12 – 15)			
STRONG NOT TOUGH Activity Books (Ages 16 – 18+) Minimum order: 20 Activity books			
STRONG NOT TOUGH Facilitator's Guide (Ages 16 – 18+)			
SUB TOTAL			
PLUS POSTAGE*			
ORDER TOTAL**			

**Postage cost to be calculated and advised based on amount of resources ordered – cost will be added to invoice total*
***All prices are in AUSTRALIAN DOLLARS – prices current as of 1 August 2016*
Any question or clarification regarding products availability or postage quote, please email resources@friendsresilience.org

BILL TO

School/Company Name _____
 Contact Name _____ Phone Number _____
 Street _____ Suburb/Town _____ State _____ Postcode _____
 Date of Order _____ Contact Email _____

DELIVERY DETAILS

School/Company Name _____
 Contact Name _____ Phone Number _____
 Street _____ Suburb/Town _____ State _____ Postcode _____
 Date of Order _____ Contact Email _____

Facilitator who will be delivering the Program (as registered on FRIENDS National Database):	
Facilitator Email Address:	

Is your training up-to-date? Remember, FRIENDS accreditation is valid for three years from the date your certificate is issued. Only accredited Facilitators are authorised to purchase FRIENDS Resources. **Please scan and email this completed form to resources@friendsresilience.org**

PAYMENT OPTIONS (Please note we do not accept cheques)

Electronic Transfer

National Australia Bank 85 Old Cleveland Road, Greenslopes QLD 4120 Australia
 Account Name: Friends Resilience Pty Ltd / BSB 084 391 /
 Account Number: 57 813 7134 / Swift code: NATAAU3303M

Credit Card

VISA MASTERCARD BANKCARD
 Card Number [____ / ____ / ____ / ____]
 Expiry Date [____ / ____]
 Cardholder name _____ Cardholder signature _____