

## Ten Sigma—Starting Line Cooperative Pricing Introduction

Ten Sigma is proud to partner with qualifying Cooperatives and Regional Service Centers to provide quality Transition resources to member districts. The Starting Line program is an important resource in accomplishing that goal. We've created a brief packet that includes the information and forms necessary to make implementing the Starting Line program easy and cost effective for your member districts.

You can download any of the forms below by going to: <http://tensigma.org/cooperative-docs/>

### Cooperative Purchasing Table of Contents

- Cooperative Pricing Cover Letter	Page 1
- Cooperative Purchasing Options	Page 2
- Member District Discount Order Form	Page 3
- Starting Line District Direct Discount Order Form "A"	Page 4
- Starting Line District Direct Discount Order Form "B"	Page 5
- Starting Line Cooperative Direct Purchase Form (completed by cooperatives)	Page 6
- Starting Line Foundations and Fast Track brochure	Page 7

In this packet you will find information about the cooperative pricing plans offered by Ten Sigma. Review the pages that follow and see which option works best for you and your member districts.

## Starting Line

### Member District and Cooperative Purchasing Options

Qualifying Service Centers and Cooperatives have two ways for their member districts to benefit when purchasing workbooks or licenses: (1) Member District Discounts and (2) Cooperative Direct Order Discounts.

#### Member District Discount

Using this method, member districts order Starting Line workbooks or PDF licenses directly from Ten Sigma and receive a discounted price for being a member of your cooperative.

##### Member District Discount Pricing

	Retail Price	District Price
▪ Foundations Printed Workbook Cooperative Discount Price:	<del>\$26.95</del> each	\$22.95 each
▪ Foundations Editable PDF Licenses Cooperative Discount Price:	<del>\$14.95</del> each	\$12.95 each
▪ Fast Track Printed Workbook Cooperative Discount Price:	<del>\$44.95</del> each	\$34.95 each
▪ Fast Track Editable PDF Licenses Cooperative Discount Price:	<del>\$21.95</del> each	\$19.95 each

##### Ordering Procedures

If you choose this method, provide member districts with the “Member District Discount” order form on page 3 of this document (also available at <http://tensigma.org/districtform>).

#### Cooperative Direct Order Discount (requires a minimum order of 100 workbooks or PDF licenses to qualify)

Using this method, cooperatives place one large order on behalf of their member districts. When placing their order, cooperatives receive the “Direct Order Price” listed below. They can charge their member districts the “District Price” and use the difference in price to pay administrative costs or charge member districts the “Direct Order Price” and pass the savings on to member districts.

##### Cooperative Direct Order Pricing

	District Price	Direct Order Price
▪ Foundations Printed Workbook Direct Order Price:	\$22.95 each	\$20.95 each
▪ Foundations Editable PDF Licenses Direct Order Price:	\$12.95 each	\$11.95 each
▪ Fast Track Printed Workbook Cooperative Discount Price:	\$34.95 each	\$31.95 each
▪ Fast Track Editable PDF Licenses Cooperative Discount Price:	\$19.95 each	\$18.95 each

##### Ordering Procedures

1. Determine if the cooperative is interested in facilitating a large volume purchase (min. 100 units).
2. Decide whether to charge member districts the “District Price” or the “Direct Order Price”.
  - a. If charging member districts the “District Price”, send them form “A” (page 4).
  - b. If charging member districts the “Direct Order Price”, send them form “B” (page 5).
3. Set a deadline for when districts need to return their completed forms and payment for their orders.
4. Once you have received the completed order forms from member districts, fill out the “Cooperative Direct Purchase Form” (page 6) and submit the form and payment to TenSigma.
5. For printed workbook orders, Ten Sigma will ship workbooks to the cooperative, which will distribute them to member districts.
6. For PDF license orders, Ten Sigma will contact member districts regarding access to their PDF licenses.

**www.tensigma.org**  
info@tensigma.org

## Member District Discount Order Form

You have qualified for a Cooperative Member District Discount when purchasing Starting Line workbooks or editable PDF licenses. If you would like to take advantage of this discount, complete this form and send it along with payment to Ten Sigma (see options for ordering listed below.)

**Name of Cooperative** \_\_\_\_\_

**Ship to:**

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

District contact (person who will use the program): \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: (     ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

**Bill to:**

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

**Payment Method**

Credit Card (Type) \_\_\_\_\_ Number \_\_\_\_\_ Expire \_\_\_\_\_ Security code (3-digits) \_\_\_\_\_

Purchase Order (P.O. Number) \_\_\_\_\_.

Starting Line Foundations Printed Workbook		x \$22.95	
Starting Line Fast Track Printed Workbook		x \$34.95	
Sub-total (total price for workbooks)			
Shipping (7% of total order)--Multiply your Sub-total by .07			
Starting Line Foundations Editable PDF License		x \$12.95	
Starting Line Fast Track Editable PDF License		x \$19.95	
<b>Total of Order, Including Shipping</b>			

\* No shipping is charged for PDF licenses.

**Ways to Order**

Mail order to: Ten Sigma, 570 1<sup>st</sup> St SE, St. Cloud, MN 56304

Fax order to: 888-430-5476

Call order to: 800-675-3815

For more information about the Starting Line program, go to [www.tensigma.org/startingline](http://www.tensigma.org/startingline).

## District Direct Discount Order Form “A”

You have qualified for a Cooperative Member District Discount when purchasing Starting Line workbooks or editable PDF licenses. If you would like to take advantage of this discount, complete this form and return it to the cooperative.

Complete and return this form by the following date: \_\_\_\_\_

### Ship to Information:

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

District contact (person who will use the program): \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: (     ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Item Description	Quantity	Unit Price	Total Price
Starting Line Foundations Printed Workbook		x \$22.95	
Starting Line Fast Track Printed Workbook		x \$34.95	
Sub-total (total price for workbooks)			
Shipping (7% of total order)--Multiply your Sub-total by .07			
Starting Line Foundations Editable PDF Licenses *		x \$12.95	
Starting Line Fast Track Editable PDF Licenses *		x \$19.95	
<b>Total of Order, Including Shipping</b>			

\* No shipping is charged for PDF licenses.

\*\*\* If ordering PDF licenses, fill in the form below.

Name of district person that Ten Sigma should contact regarding PDF licenses.

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone (     ) \_\_\_\_\_ - \_\_\_\_\_

For more information about the Starting Line program, go to [www.tensigma.org/startingline](http://www.tensigma.org/startingline).

## District Direct Discount Order Form "B"

You have qualified for a Cooperative Member District Discount when purchasing Starting Line workbooks or editable PDF licenses. If you would like to take advantage of this discount, complete this form and return it to the cooperative.

Complete and return this form by the following date: \_\_\_\_\_

### Ship to Information:

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

District contact (person who will use the program): \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: (     ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Item Description	Quantity	Unit Price	Total Price
Starting Line Foundations Printed Workbook		x \$20.95	
Starting Line Fast Track Printed Workbook		x \$31.95	
Sub-total (total price for workbooks)			
Shipping (7% of total order)--Multiply your Sub-total by .07			
Starting Line Foundations Editable PDF Licenses *		x \$11.95	
Starting Line Fast Track Editable PDF Licenses *		x \$18.95	
<b>Total of Order, Including Shipping</b>			

\* No shipping is charged for PDF licenses.

\*\*\* If ordering PDF licenses, fill in the form below.

Name of district person that Ten Sigma should contact regarding PDF licenses.

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone (     ) \_\_\_\_\_ - \_\_\_\_\_

For more information about the Starting Line program, go to [www.tensigma.org/startingline](http://www.tensigma.org/startingline).

## Cooperative Direct Purchase Form

Cooperatives should complete this form after receiving order forms "A" or "B" from participating member districts (forms on pages 4 or 5).

**Note: Requires a minimum of 100 total workbooks or licenses to qualify for this pricing.**

### Ship to Information:

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_

District contact (person who will use the program): \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: (     ) \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

Item Description	Quantity	Unit Price	Total Price
Starting Line Foundations Printed Workbook		x \$20.95	
Starting Line Fast Track Printed Workbook		x \$31.95	
Sub-total (total price for workbooks)			
Shipping (7% of total order)--Multiply your Sub-total by .07			
Starting Line Foundations Editable PDF Licenses *		x \$11.95	
Starting Line Fast Track Editable PDF Licenses *		x \$18.95	
<b>Total of Order, Including Shipping</b>			

\* No shipping is charged for PDF licenses.

\*\*\* If ordering PDF licenses, fill in the form below.

Name of district person that Ten Sigma should contact regarding PDF licenses.

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone (     ) \_\_\_\_\_ - \_\_\_\_\_

### Ways to Complete Your Order

Mail: Ten Sigma, 570 1<sup>st</sup> St SE, St. Cloud, MN 56304

Fax: 888-430-5476

Call: 800-675-3815

Email: info@tensigma.org



# Foundations Workbook

Foundations is ideal for students in middle school to early high school.

The Foundations workbook provides students with an introduction to vocabulary, assessments, and activities related to adult living. Students begin exploring their wants, interests, strengths, and options for adult life including:

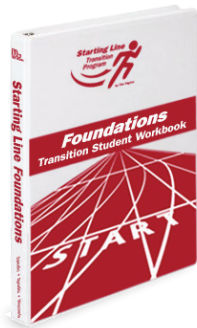
- Education
- Employment
- Independent living



Each student requires their own workbook or PDF license.

## Foundations assessments and activities introduce students to important aspects of adult life like:

- Vocabulary
- Life and employment skills
- Work preferences
- Fostering conversations between parents and students
- Transportation options
- Career paths interview
- Eating healthy
- Setting up at a budget
- Apartment living



**Employment Readiness Skills**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Directions**

**Are You Ready?**

Step 1: For each item below, circle the choice on the right that you feel best matches how you are doing on each skill. The choices A, U, S, and N are defined below.  
A=Always U=Usually S=Sometimes N=Never

Step 2: After you have completed the activity yourself, give this page to at least one parent or caregiver. Ask them to use a different color marker or pen to circle which answer they feel best matches how you are doing in each skill.

Has a Positive Attitude towards Work	A	U	S	N
Keeps a positive attitude when assigned work				
Cleans up after him/herself				
Does work around the home without being urged				

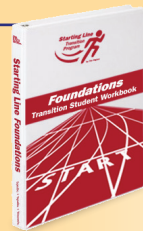
Works Well with Others	A	U	S	N
Shows respect for others				
Does own share of work				
Cooperates with others when working together				

Is a Responsible Worker	A	U	S	N
Follows verbal and written directions well				
Asks questions if directions are unclear				
Stays on task and does a good job whether or not an adult is present				
Completes tasks on time				

**Next Step:** Once you and your parent(s) or caregiver(s) have completed this activity, go to the next page (Pg. 28) and complete the "Activity Journal" for this activity.

## Imagine Every Student Feeling Confident and Prepared for Their Future Because They Have:

1. Identified their strengths, interests, and needs
2. Explored their future options
3. Learned the skills they need to succeed
4. Practiced making important decisions related to adult life and advocating for themselves
5. Developed a plan that matches what they truly want for their future and are managing their own progress



Foundations

## The Starting Line Program Is the Perfect Solution!



Fast Track

- ▶ The Foundations & Fast Track student workbooks are available in print or as a license for editable PDF's
- ▶ Workbooks contain a variety of assessments, activities, and tasks to prepare students for adult life
- ▶ Workbooks can be used as stand-alone programs or in succession. Workbooks can be done independently by students or as part of a class.

Download a **FREE Student Survey**  
Visit [tensigma.org/overview](https://tensigma.org/overview)



# Fast Track Workbook

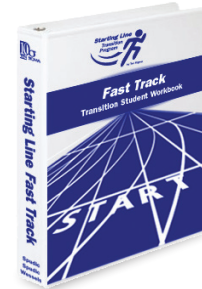
Fast Track is designed for students in 10th through 12th grade (also 18-22 yr. olds, corrections, and ALC programs).

The Fast Track workbook provides students with assessments, activities, and tasks to identify meaningful future goals. Then students work with a support team to accomplish their goals by:

- Identifying a plan to meet them
- Developing a timeline for completing tasks
- Managing their progress



Each student requires their own workbook or PDF license.



**Learn about Paying Bills**

Paying your bills when they are due will help you in three areas including (1) staying within your budget, (2) keeping good credit, (3) and avoiding late charges.

When it comes to paying your bills, you will need to track which bills need to be paid and which bills have been paid. Also, you will need to be able to "balance" your checking or savings account based on the amount of money you earn and what you are spending on your bills.

This activity will focus on showing you how to make sure your billing statements are correct, tracking when the bills are due, and that you've paid each bill.

**Making Sure Your Statements Are Correct**

When you get your bill or statement each month, check the following items:

- > That the amount you paid last month was correctly credited to your account
- > That the balance and recent charges are correct
- > When the next payment is due

**Note:** When you get your paycheck "stub", you will also want to check to make sure that you were paid the correct amount of money and that the correct amount of deductions were applied.

**Tracking When Bills Are Due And Have Been Paid**

Set up a system of tracking your bills and when your payments are due. Most people keep track of this in two main ways:

- > Using a paper method like filing folders or notebooks
- > Using a computer file like a spreadsheet

**Note:** Most people use the same method of tracking when the bills have been paid. Here is a quick example of one way of tracking the bills.

Name of the Bill	Amount Due

## Fast Track guides students to complete assessments, activities, and tasks that are essential in preparing them for adult life including:

- Life and employment readiness
- Refining choices
- Researching schools
- Completing applications
- Developing job seeking skills and tools
- Managing money and budgets
- Learning independent living skills
- Paying for school
- Moving out

Students learn about important aspects of preparing for adult life and begin exploring their options

Students identify their goals and take an active role in managing their progress and achieving them