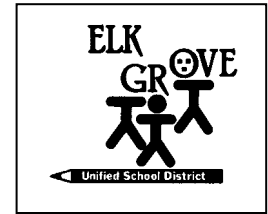


Professional Learning  
**WORKSHOP PROPOSAL FORM** District-Wide Workshop  
*Proposals MUST be turned in 10 working days in advance of workshop.*



Workshop Title: \_\_\_\_\_

Presenter(s): \_\_\_\_\_

Date(s): \_\_\_\_\_ Location: \_\_\_\_\_ Time: \_\_\_\_\_

Participants: Maximum # = \_\_\_\_\_ Minimum # = 12 (Technology = 12) Total # of Hours \_\_\_\_\_

Workshop Coordinator: \_\_\_\_\_ Principal/Director: \_\_\_\_\_

<p>Salary Class Request</p> <p>_____ A-F      _____ 6 Unit</p> <p>_____ G        _____ Reading</p> <p>_____ H        _____ Classified</p> <p>Salary credit may only be given for workshops          Outside the regular workday.</p>	<p style="text-align: right;">Signature _____</p> <p>Professional Learning Use Only:</p> <p>Approval _____</p> <p>TSSI# _____</p> <p>Salary Credit _____</p> <p>Reflections# _____</p> <p>Hours _____</p>
<p>Target Audience: _____</p>	

Description: (Describe specifically what will be covered in the workshop; use additional paper if necessary)

List the participant learning objectives for the workshop: (e.g. The participant will be able to . . . )

- 1.
- 2.
- 3.

Describe the Standards and Benchmarks this workshop addresses:

Describe how the workshop will result in increased student performance.

Presenter                                       Salary Credit                       Regular Workday  
 Compensation Request                       Stipend \_\_\_\_\_ Please Identify Funding Source

Note: If there is more than one presenter, compensation (salary credit or stipend) is divided among the presenters.

Attach the following: 1) Sample Agenda 2) Sample Workshop Handouts 3) Presenter Resume

**STOP – PLEASE DO NOT OFFER A COURSE OR CREATE A FLYER OFFERING PROFESSIONAL LEARNING CREDIT UNTIL THE WORKSHOP HAS BEEN APPROVED BY THE PROFESSIONAL LEARNING OFFICE.**