



SITE BASED WORKSHOP PROPOSAL FORM

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>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.