**Professional Development and Planning Proposal**

**2018-2019**

**Topic(s) of Training/Planning:**

·

**Connection to your Title I Compliance Plan:**

·

**Who will participate and if overnight, will share rooms?**

|  |  |
| --- | --- |
| **NAME /SUBJECT/GRADE** | **NAME/SUBJECT/GRADE** |
|   |   |
|   |   |
|   |   |
|   |   |

**When:**

·

**Where:**

·

**Why/Expected Outcome:**

● The goal

**Professional Development Presenters/Consultants:**

|  |  |  |
| --- | --- | --- |
| **Consultant Name** | **Contact Information** | **Honorarium** |
|  |  |  |
|  |  |  |

**Next steps following training:**

·

**Costs:**

● Stipend costs: $25 hour \*\_0\_\_\_\_certified staff\*\_\_\_0\_\_\_hours=$\_\_0\_\_\_\_

● Full Day substitutes: $118 \* \_\_0\_days\*\_\_0\_\_substitutes = $\_\_0\_\_\_\_\_

● Materials needed: (Create a School Specialty quote and submit with this proposal)

● Presenter/Consultant Cost= $\_\_\_\_0\_\_\_

● **Registration Cost**=$\_\_\_\_\*\_\_\_ participants = $\_\_\_\_\_\_\_\_

● **Hotel per night** = $\_\_\_\_\_\_\_\*\_\_\_\_\_\_ participants=$\_\_\_\_\_\_ (2 per room)

● **Transportation** = $\_\_\_\_\_\_\*\_\_\_\_=$\_\_\_\_\_\_\_ (If mileage all should ride together. Identify driver)

● **Ground Transportation =$\_\_\_\_\_\_\_\_**

● **$50 per day**\*\_\_\_\_\_\_days\* \_\_\_\_\_\_\_\_staff=$\_\_\_\_\_\_\_\_\_

● ***TOTAL COST = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Submit the above proposal outlining the purpose and expected outcome of the sessions. If a paid presenter is to provide services, forward their W-9, completed Consultant Agreement, and resume to lrobinson@fergflor.org

Await emailed confirmation of approval prior to making any arrangements. If approved, all is completed by the Federal Programs Office.

Upon completion of each planning session the following must be scanned to the lrobinson@fergflor.org:

● Copy of the Handouts or PowerPoint

**PROFESSIONAL DEVELOPMENT PLAN:**

●

Print, sign, and scan a copy of this planning sheet to lrobinson@fergflor.org upon completion of session. Forward any handouts received, as well.