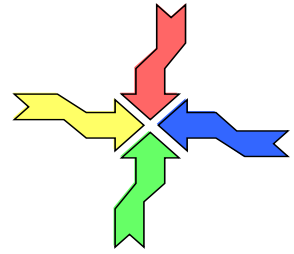


# Underwood #550



## Staff Development Proposal Application - 2018-19

### I. Identification Information

Name of Applicant \_\_\_\_\_

Activity Date and Site \_\_\_\_\_

II. **Project Overview** - Provide a detailed description of the activity (i.e.) workshop, convention, class project, etc. Include helpful information such as registration application, etc. OR attach workshop flyer.

III. **Project Development** - Describe how the activity will be implemented.

IV. **Funds** What costs do you anticipate as part of your participation in this event? Be specific and include all potential expenses. Use the budget guide to assist you.

Registration/Participation Fee \$ \_\_\_\_\_

Teacher Substitute (\$125.00) \$ \_\_\_\_\_

Per diem expense (\$25 per day maximum for three meals)  
receipts required for breakfast, lunch, dinner \$ \_\_\_\_\_

Overnight lodging arrangements \$ \_\_\_\_\_

Other expenses (please list) \_\_\_\_\_ \$ \_\_\_\_\_

Total Cost for Participation \$ \_\_\_\_\_

V. EVALUATION      Following the activity or materials used, please submit a brief evaluation to the staff development team.

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

\_\_\_ District Staff Development Team Allocation (50%)

\_\_\_ Exemplary Program / Activities Allocation (25%)

Substitute Needed?                      \_\_\_yes                      \_\_\_no

Is this event for college credit?                      \_\_\_yes                      \_\_\_no

Are there any personal stipends or reimbursement requests being made? (Describe)

Are any supplies, equipment, material requests being made? (Describe)