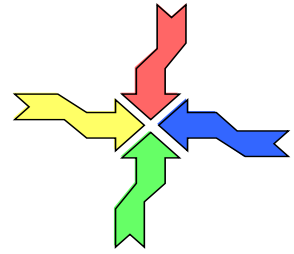


Underwood #550



Staff Development Proposal Application - 2019-20

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, mini-grant work 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)