

# SDC PROPOSAL FORM

(Pink)

<b>1</b>	<b>NAME</b>	Date
	School	Credential Expiration

<b>2</b>	<b>SIGNATURES</b>	
	Signature of Person Requesting Approval	
	Signature of Supervisor / Dept Chair (if applicable)	
Signature of Principal / Vice Principal		

**IMPORTANT: PROPOSALS FOR NON-COLLEGE CREDITS, FUNDING AND/OR DAYS AWAY FROM SCHOOL MUST BE APPROVED IN ADVANCE.**

<b>3</b>	<b>ACTIVITY</b> ( <i>See list on reverse</i> )	Number of hours already in this activity: _____	
	Location		
	Date(s)		Evaluation Due
	# of Hours Requested	# of Credits	# of Non-college credits
	Description of Activity ( <i>attach material if applicable</i> )		
	<p>Hours are to be applied to my ..... endorsement.                  Enter number of hours below:</p> <ul style="list-style-type: none"> <li>• Apply ..... hours to the 30 hours required in Area I (content) <i>N.B. 30 additional hours are needed for each area of endorsement.</i></li> <li>• Apply ..... hours to the 45 hours required in Area 2 (district/school goals)</li> </ul>		

<b>4</b>	<b>RELATIONSHIP TO PROFESSIONAL GROWTH PLAN</b>
	All SDC-approved activities must be tied to personal, building or district goals. ..... Related goal is highlighted and attached.

<b>5</b>	<b>EXPENSE INFORMATION</b>		
	I am requesting: ( <i>check all that apply</i> )  ..... Advanced Funding ..... Forward Funding Please fill out advanced/forward funding request on back of proposal.		Registration / Tuition
			Meals (max \$40 per day)
			Lodging
			Travel (current federal rate)
			Other
		Total	

<b>5</b> cont.	<b>EXPENSE INFORMATION, <i>continued</i></b>	
	<i>Advanced Funding</i> I request a reimbursement of \$..... (up to 2/3 of Total but not more than \$100) to enable me to participate in this activity. <b>If I fail to complete the activity and its evaluation, I will reimburse this amount to SDC within 30 days.</b>	
	<i>Forward Funding</i> For expenses above \$30 payable to an outside agency, SDC can make a direct payment if the agency sends an invoice. I request that SDC send \$..... direct payment to ..... <b>If I fail to complete the activity and its evaluation, I will reimburse this amount to SDC within 30 days.</b> (Include appropriate billing information.)	

<b>6</b>	<i>Submit this proposal to building SDC mailbox.</i>
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<b>7</b>	<b>SDC USE</b>				
	Building SDC Action				
	Approved	Hours	Credits	Funds*	Sub(s)
	Denied				
	Central SDC Action				
	Non-college Credits	Number	Approved	Denied	Date
	Appeal	Approved	Denied	Date	

*\*Funding approved up to available amount for each individual. See below.*

<b>8</b>	<b>BUILDING SDS SECRETARY USE</b>	
	PGP on file	Funds available \$
	Date	PO or Expense Report submitted \$

<b>9</b>	Type of Activity # (see list below)	
	<b>PROFESSIONAL DEVELOPMENT ACTIVITIES</b>	
	1. Courses: Graduate, Undergraduate, Non-College, Audited 2. Workshops, Institutes, Seminars, Conferences, In-Service Training, Symposia, etc. 3. Critical Friends / Study Groups (40 hours) 4. Research (30 hours) 5. Publishing Professional Articles (30 hours) 6. Committee Work (30 hours) 7. Mentoring (30 hours) 8. Peer Coaching (30 hours) 9. Independent Study / Professional Reading (20 hours) 10. Professional Development Presentation (20 hours)	11. Curriculum / Program Development and/or Implementation (20 hours) 12. School to Career Partnerships (20 hours) 13. Observation / Visitations (20 hours) 14. Community Service (20 hours) 15. Involvement in Professional Associations or Networks (10 hours) 16. Travel (10 hours) 17. Alternative Track (45 hours for 3 credits) 18. Multi-Day Teacher-Led Trips (40 hours for 2 trips; 30 hours for 1 trip)  <i>N.B. Hours shown are maximums allowed for each three-year cycle.</i>