

IN-District PLG Activity Request Form- CIA-F401

Complete Checklist for Activity Management on page 2

Activity No. _____

CO use only

Date: _____

Requestor's Name and Department: _____

- Complete Checklist for Activity Management on Page 2.
- Attach List of Participants, Agenda, Schedules, Substitute needs and other pertinent information.

Title of this Activity: _____

(Attach complete course description.)

Instructor: _____

No. Participants Expected: _____

Aligned Strategic Commitment and Key Success Factor: _____

Date(s) of Activity: _____

Time(s): _____ Total No. Hours: _____

Location: _____ Renewal Units: _____

Request for Renewal Credit (Please Check One):

Academic Subject Area
 School Administrator
 Literacy
 General

CEU/5 Year Cycle = 7.5

K-12 Educators	School Administrators
1.0 Academic Subject Area	3.0 NC School Executive Standards
1.0 Literacy	4.5 General
5.5 General	(As of 7/1/2011)

Funding Needs:

- List item(s) and estimated dollar amounts -- Include ALL expected expenses, such as Stipend or Supplemental Contracts, Sub pay, Instructor Fee, Instructional Materials, Supplies or Food. (Attach contracts.)
- If special ordering of materials needs to be done for this activity, attach a requisition to this form at this time.

Item. No.	Anticipated Funding Item	Estimated Cost	Expected Funding Source to be used for payment.
1.			
2.			
3.			
4.			

Total Estimated Cost of this Activity: _____

Upon completion of this activity:

- Submit PLG Sign in Sheet (CIA-F402) to Senior Finance Specialist and copy to Office of EDTL/Deputy Supt..
- PLG Evaluation Form (CIA-F401) or PDQI is collected by the activity requestor for each participant.

PLG Sign in Sheet (CIA-F402) is required for payment processing of Subs, Stipends, Instructors, and other expenses as well as renewal credit to be issued and posted.

Funding Approved by: _____

Dept. Funding Approval Authority

Date: _____

Activity Approved by: _____

Exec. Dir. Teaching and Learning/Deputy Superintendent or designee

Date: _____

Checklist for Activity Management

(Any changes must be initiated by Approval Authority.)

- Email sent to Principal requesting Approval with List of Staff to attend
- Supervisor emails participants their approval for them to attend.
- Substitute notification submitted to Finance.
- All changes to Participant List must be approved 24 hours prior activity.
- Email to participants from district office or supervisor that includes communication for the following:

Principal Approval
Date
Time
Place / venue
Agenda
Materials Required by participant
Food options
General expectations
Cc principals, secretaries and bookkeepers

- Building protocol and participant greeting including the following is managed appropriately:

Entrance to be used
PLG Sign in sheet
Assignment of personnel to greet participants
Diagram for seating for participants
Website Update Request - TEC-F002
Help desk ticket for technology training needs
Custodial support assigned

- Upon completion of activity:

Submit PLG Sign in Sheet to Senior Finance Specialist and copy to Office of EDTL/Deputy Supt..
PLG Evaluation Form or PDQI is collected by the activity requestor for each participant.
CEU credits approved through sign in sheet.

- Monitoring and Coaching plan developed or APT modified / updated.

This plan should include who is attending the training, methods of training staff, what materials are necessary, and explanation of the facility use, technology use, substitute needs, how the training will be followed up on and how monitoring and coaching will be provided.

I have communicated the above and will assist with all items on this Checklist.

Signature of Building or Department Supervisor

Date

I have read the above and will utilize and follow through with all items on this Checklist.

Signature of Requestor

Date