

Dear Presenter/Proposer:

We are pleased to inform you of the approval of the attached professional staff development session. Your request was approved at a total cost as indicated on the proposal. Please examine the proposal because the council may have revised the requested funds. Only council approved costs will be honored.

IF YOUR SESSION IS CANCELLED, PLEASE RETURN YOUR PROPOSAL FORM TO THE STAFF DEVELOPMENT OFFICE MARKED "CANCELLED" IN THE UPPER LEFT CORNER.

Enclosed please find the following forms/items:

1. Professional Staff Development Participant Attendance Sheet
2. Evaluation and Evaluation Summary Form
3. Request for Payment Form – if requested (include one per check request)
4. Your Professional Staff Development Proposal
5. Other _____

To receive credit or payment for a session, follow these steps:

1. Pass out the attendance and evaluation forms.
2. At the end of the session, collect the evaluation forms and the attendance forms, with the barcode labels attached.
3. Complete the evaluation summary, request for payment form, and attendance forms.
4. Paper clip or staple in this order: the staff development proposal that is included in this packet, the request for payment form, the evaluation summary form, and the attendance form.
5. Send by pony or mail to John Babyak, Harrison County Schools, P.O. Box 1370 Clarksburg, WV 26301 – 1370.

**Failure to follow this may result in the denial of all payments or credit or both.*

Thank you in advance for your cooperation,
Harrison County Professional Staff Development Council
Revised 11/30/05

