

## **Guidelines for District Workshop/Meeting**

Submit the online form- **NTCSD Frontline Workshop/ Activity/Meetings Catalog Submission** that can be found on the district website. Be sure to include an agenda, workshop dates and times. This form will be reviewed by the administration and Patrick Holesko for approval. You will receive communication via email indicating the status of your submission.

Please keep in mind that this needs to be done at least two weeks prior or earlier to the first meeting date so you have ample time to receive required approvals and ample time for the participants to sign up in PDP. All workshops will appear in the Frontline Professional Development Catalog.

For stipend hour credit all participants are required to sign up for each meeting separately in PDP at least 10 days before the meeting date.

If a workshop date is cancelled for any reason and rescheduled please make note of these date changes on the sign in sheet.



Makes copies of the attached sign in sheets and send in one for each workshop held.

### UPON COMPLETION OF **EACH** WORKSHOP:

Send the sign in sheet to Brooke Clark, Educational Services for Frontline Professional Development verification.

10/7/22

## **Workshop Sign in Sheet**

Workshop Title \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

Location of Workshop \_\_\_\_\_

Submitted by \_\_\_\_\_

Attendees:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

4 \_\_\_\_\_

5 \_\_\_\_\_

6 \_\_\_\_\_

7 \_\_\_\_\_

8 \_\_\_\_\_

9 \_\_\_\_\_

10 \_\_\_\_\_

11 \_\_\_\_\_

12 \_\_\_\_\_

13 \_\_\_\_\_

14 \_\_\_\_\_

15 \_\_\_\_\_

- At least 5 participants are required for each meeting.
- Please send direct the sign in sheet to the attention of Brooke Clark (Educational Services) to support Frontline Professional development verification.