

PACT Parent Workshop Proposal

We are seeking quality workshops for innovative enrichment offerings that serve the broadest range of students at PACT. There is a strong preference given to proposals that offer as much detail and definition as possible in the following areas. Feel free to complete the items on another sheet for more room for explanation.

Check here if additional pages are attached

Date Submitted: _____ Name: _____

Phone: _____

E-mail: _____

Workshop Title: _____ Grade Levels Served: _____

Dates: _____ Times: _____ Room: _____

Administrative Approval: _____

1. Describe your workshop idea. Include a description of topics covered and other details. Describe the class structure and how will it be delivered/provided to the families/students. Describe how it will progress throughout the quarter (six weeks). When and where will it occur and what support will you need from the school?

2. What are your expected learning goals and objectives? How will you assess and assure that your workshop impacts learning? What are your check points and measurements that you will use to determine that you are meeting your goals and objectives? Please include a week by week summary of activities/lessons.

3. Provide your budget to include an outline of people involved, administrative costs, proposed time, preparation time, and supplies. These classes will be not funded but minor costs may be covered by the school. The total funds requested needs to be clearly stated and any other funding sources should be outlined in the budget as well. If any other resources are expected from PACT, such as supplies, volunteers, etc, that needs to be stated clearly.

4. Identify how your workshop will integrate with the teachers, advisors, parent/teachers, and administrators in order to coordinate with curriculum and classroom schedules. Your idea/event/item will have to work around the school calendar and other school events.

5. Identify key individuals who are responsible for and has full authority to answer for this idea/item/event. It is very important that we know who will supervise and oversee the whole operation and who coordinate with the Program Coordinator to resolve any issues. The volunteers that are in charge of students will need to be fingerprinted and approved two weeks prior to the start of the class.

6. Any accepted proposal will be constructed as mutually "at will" contracts with clauses to cover termination if the idea/item/event is not meeting the agreed upon goals. Thus, it is critical that you identify and define how success of your workshop will be measured. Identify the measurable outcomes that you will use to measure the success of you workshop that can be a basis for assessing the program. What is your process for 360 degree feedback which leads to continuous program improvement?

7. Identify any other funding sources that are already attained. Identify if your workshop relies solely on donations or grants. Identify any grants, outside funds, and other revenue sources current or planned.

Amount Requested: _____ Overall project budget: _____

Other funding sources: _____

Number of Students affected: _____

Target Student Groups: _____

Fall Quarter: October 4- November 11

Spring: January 23- March 2

Program Approved Yes /No Date: _____ Signature _____

Explanation of Decision: _____
