



## *Request for Professional Development Services*

*Date of Request:* \_\_\_\_\_

*Name of Event:* \_\_\_\_\_

*Description of Event:* \_\_\_\_\_

*District Contact Person:* \_\_\_\_\_

*Building:* \_\_\_\_\_ *Phone:* \_\_\_\_\_ *E-mail:* \_\_\_\_\_

### *Consultant's Information:*

\_\_\_\_\_  
*Name/Company* *W-9*

\_\_\_\_\_  
*Address* *Phone*

*Districts involved:* \_\_\_\_\_

*Minimum Participant #* \_\_\_\_\_ *Maximum Participant #* \_\_\_\_\_

*Time Frame:* \_\_\_\_\_

*Location:* \_\_\_\_\_ *Room Set-up* \_\_\_\_\_

*Audience/ Grade Level/s:* \_\_\_\_\_

*Equipment:* \_\_\_\_\_

*Supplies:* \_\_\_\_\_

<i>Expenses</i>	<i>Name of Contract/ Vendors</i>	<i>Cost</i>	<i>Who is Responsible?</i>
<i>Consultant</i>			
<i>Food</i>			
<i>Materials</i>			
<i>Printing</i>			
<i>Other</i>			
<i>Sub-total</i>			
<i>BOCES coordination fee of 10%</i>			
<i>Total</i>			
<i>Charge by district</i>			
<i>Charge by Participant</i>			

*What are the measurable goals/outcomes of the Professional Development?*

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*Is any follow-up requested?*

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*Principal's Signature:* \_\_\_\_\_

*Superintendents Signature:* \_\_\_\_\_