College Place Public Schools - Project Advance Planning Worksheet

To plan a project please provide the following information (submit 2 weeks prior)

Where ?	
When ?	
How long ?	
Describe Project: Training, Inservice, Conference, Higher Education, Program, Other	
Explain alignment to building learning goals:	

Project Items	List	**Estimated Cost**
Registration		
Tuition		
Hotel		
To/From miles @ $		
Resources		
Meals		
Air flight cost		
Other:		
Other:		
Other:		
Total Estimated Cost		**$ -**

Explain your process for sharing learning with peers in the professional learning community:	

Clock Hours ☐
Credit ☐

Funding Source: _____

Principal Approval: ☐ Yes ☐ No

Date: _____

Principal Signature _____

Substitute needed? ☐ Yes ☐ No

Employee Signature _____

After Approval:
☑ Fill out green travel form
☑ If substitute needed, secure via "Substitute Online"
☑ Fill out yellow expense voucher

9/2006