



Procedure for Requesting to Sponsor Staff Development Activity * MGSD-12

** (When you complete the MGSD-12 form, the MGSD-10 and/or MGSD-3 forms are not required)*

1. Before you can sponsor a workshop, complete the MGSD-12 form: **“Request to Sponsor Staff Development Activity”** and have your principal approve, sign and date the form.
2. The applicant requesting to sponsor the staff development activity must also sign and date the MGSD-12 form.

Please note, as indicated on the MGSD-12 form, a *separate sheet* should be included, explaining (A) the focus of the workshop, (B) its specific objectives and competencies to be acquired, (C) the strategies for achieving these objectives and/or competencies, and (E) the resources to be used. Indicate the (F) Target dates.

3. Send the completed form (MGSD-12) to Central Office (for approval) to the attention of the administrators listed hereunder:

(Choose one)

- Scott Smith (Elementary Instruction, Counselors)
- Todd Black (Secondary Instruction, Counselors)
- Gloria Jones (Student Services/EC)
- Ingrid Medlock (Nurses)

4. The Central Office Administrator will return the “approved” form with attachments to you.

PLEASE KEEP THIS PAPERWORK (MGSD-12) AND ATTACHED SHEET AFTER IT IS RETURNED TO YOU because you will have to **resubmit** it to the Central Office after the workshop is completed along **with the following additional documentation:**

REQUIRED:

- Rosters (**sign in sheets for each date of PD**) of teachers who attend each workshop with the number of CEU’s each should receive for their participation.
- In order to receive CEU’s each participant must complete the **MGSD-25 online survey** located on our website under “Staff Portal”. Please find the link under “Staff Development and Credit Renewal” MGSD-25. **PLEASE HAVE THE SURVEYS COMPLETED BEFORE YOU SEND BACK THE PAPERWORK TO CENTRAL OFFICE FOR CEU’s.**

IMPORTANT:

Do Not Issue a Certificate of Completion for 10 hours which equals 1.0 CEU if the participant has not attended 10 hours of Professional Development.