

MARSHALL COUNTY STAFF DEVELOPMENT APPLICATION FORM FOR PROGRAM APPROVAL

This application should be submitted to the Staff Development Coordinator for approval by the Staff Development Council prior to the scheduled program.

The following guidelines will determine the approval of an application for credit.

- 1. The program or activity must address an objective included in the county Staff Development Guidelines.**
- 2. The program or activity must be job-related.**
- 3. The program or activity must improve instruction.**

Briefly describe the program by answering completely each question below:

1. Name of Applicant(s): _____

2. Present Position: _____
3. Title of Program: _____
4. Date (please enter MM/DD/YY): _____
Location: _____
Time: _____ to _____ AM/PM
No. of Credit Hours: _____
5. Presenter: _____
6. Target Group: _____
7. Staff Development Objective Being Addressed: _____

8. Explain how this program or activity will improve instruction: _____

Thank you for completing this form.