

## *Tantasqua Regional and Union 61 School Districts*

**REQUEST FOR PROPOSALS: Use for Institutes, Courses, and Study Groups**

### **1. Basic Information:**

**Title of Project:**

**School/District:**

**Suggested Dates for Institute, course or study group:**

**Submitted by:**

**School/Positions:**

**E-mail:**

**Intended Grade Level/Audience:**

**Minimum/Maximum Number of Participants:**

**2. Outline Goals/Objectives: Explain how this professional development opportunity connects to and/or promotes MA DOE frameworks/standards, school committee initiatives, school or district improvement plans.**

**3. Identify the Professional Development Need being met: What is the rationale for offering this in the district at this time? Address district, school, subject area, and/or teacher goals.**

**4. Provide a Brief Timeline of Activities:**

**5. Attach a Syllabus:**

**6. Provide a 50 word description of activity (for publication):**

**7. Attach Current Resume of Presenter(s):**

**8. Specify the Number of Contact Hours with Participants:**

**9. Proposed Product or course evaluation:**

**10. Budget Request-- Itemize all fees and materials; Include stipend per contract as appropriate.**