

**POTOMAC ASSOCIATION OF COOPERATIVE TEACHERS (PACT)  
PROFESSIONAL DEVELOPMENT DAY WORKSHOP PROPOSAL FORM**

All proposals are due by June 20, 2018, and should be emailed to: [jessicanscott@comcast.net](mailto:jessicanscott@comcast.net) or [doreenboudrow@hotmail.com](mailto:doreenboudrow@hotmail.com). Fall Professional Development Day will be held mid-October 2018 in Falls Church, VA (details listed at [www.pactteachers.org](http://www.pactteachers.org)). All presenters will receive email verification by August 1, 2018. PACT plays a flat, \$300 fee to accepted proposals for two, 90 minute workshops, presuming there are at least 5, but no more than 35 participants registered. In some cases, if demand is low, presenters will be invited to only give one, 90 minute workshop and will receive half the stipend, at \$150.

Presenter: \_\_\_\_\_  
Occupation/Title: \ \_\_\_\_\_  
Telephone: (work) \_\_\_\_\_ (cell) \_\_\_\_\_  
Email: \_\_\_\_\_  
Business address: \_\_\_\_\_  
MD DHR # (if applicable) \_\_\_\_\_

**Substantive areas to be covered** (please check at least one):

- |  |  |
|--|--|
| <input type="checkbox"/> Child Development             | <input type="checkbox"/> Community       |
| <input type="checkbox"/> Curriculum                    | <input type="checkbox"/> Professionalism |
| <input type="checkbox"/> Health, Safety, and Nutrition | <input type="checkbox"/> Special Needs   |

**This workshop is designed for** (circle):    *Center Staff*                      *Administrators*                      *Both*

**This workshop is targeted to professionals who are** (circle):    *New*    *Experienced*    *All*

**Workshop is appropriate for professionals working with the following populations:**

- |  |  |
|--|--|
| <input type="checkbox"/> Infant/Toddlers (0-2) | <input type="checkbox"/> Other ages (please specify) |
| <input type="checkbox"/> Preschool (3-5)       | <input type="checkbox"/> Special Needs               |

**Title & Description of Workshop** (please be specific and include three (3) learning goals):

---

---

---

*Please note: presenter is asked to supply copies of any materials to be handed out at presentation.*

---

**Technology & Equipment** (PACT has limited access to LCD projectors. These will be offered on a first come, first serve basis. **All other technology needs are to be provided by the presenter**, including laptops and any Mac adapters. We do not have tech support at the conference, and there is **no Wi-Fi** access).

- |  |   |
|--|---|
| <input type="checkbox"/> LCD Projector         | <input type="checkbox"/> Easel/flip chart |
| <input type="checkbox"/> Resource Table (4-6') | <input type="checkbox"/> Other _____      |
| <input type="checkbox"/> I use a Mac           | <input type="checkbox"/> I use a PC       |

PACT may post materials from my presentation on its website for its members' use (please circle one): **Yes**    **No**