

CSPD Inservice To Do List Clerical Responsibilities

Title of Inservice: _____ Date: _____

Inservice Coordinator(s): _____

Site Coordinator(s): _____

	TO DO	By Whom	By When	Done <input checked="" type="checkbox"/>
PRIOR TO WORKSHOP				
1	Receive or create flyer from Inservice Coordinator		6-8 wks prior	<input type="checkbox"/>
2	Distribute flyer-make copies, mailing labels. send out		6-8 wks prior	<input type="checkbox"/>
3	Post on CSPD Web site/ Send to TEACHNET		6-8 wks prior	<input type="checkbox"/>
4	Find out number of anticipated participants from Site Coordinator		2-4 wk prior	<input type="checkbox"/>
4	Print sheet(s) of labels with Site Coordinator's name and address (to be used for Impact Evaluations) - approximately 2 labels per participant		2 wks prior	<input type="checkbox"/>
5	Put together folder and send to Site Coordinator: <ul style="list-style-type: none"> <input type="checkbox"/> Outcome Evaluations* (blue)- 1 per person <input type="checkbox"/> Impact Evaluations* (pink) 1 per person <input type="checkbox"/> Name tags- 1 per person <input type="checkbox"/> Region CSPD flyers- 1 per person <input type="checkbox"/> CSPD Registration form*(white)- 1 copy <input type="checkbox"/> CSPD Sign In Sheet* (yellow)- 2-3 copies <input type="checkbox"/> CSPD Workshop Roster* (green)- 1 copy per day of training <input type="checkbox"/> CSPD Activity Evaluation packet <ul style="list-style-type: none"> <input type="checkbox"/> CSPD Activity Eval Plan* <input type="checkbox"/> Outcome Eval Summary* <input type="checkbox"/> Impact Eval Summary* <input type="checkbox"/> Large envelopes (2) to send Outcome/ Impact evaluations to presenters following training 		2 wks prior	<input type="checkbox"/>

Thanks for a Job Well Done!!!!

If you have comments or additions to what should be on this list- please add!!!!