

## CSPD Inservice To Do List Inservice Coordinator Responsibilities

Title of Inservice: \_\_\_\_\_ Date: \_\_\_\_\_

Inservice Coordinator(s): \_\_\_\_\_

Site Coordinator(s): \_\_\_\_\_

	TO DO	By Whom	By When	Done <input checked="" type="checkbox"/>
<b>PRIOR TO WORKSHOP</b>				
1.	Set Date (in conjunction with Site Coordinator/ Regional CSPD)		6-8 weeks prior	<input type="checkbox"/>
2.	Obtain info from Site Coordinators <input type="checkbox"/> Location, address, for inservice <input type="checkbox"/> Contact person's name, address, fax, phone number where registration will be sent/ questions will be directed		6-8 weeks prior	<input type="checkbox"/>
3	Contact presenters- confirm dates		6-8 wks prior	<input type="checkbox"/>
4.	Create flyer		6-8 wks prior	<input type="checkbox"/>
5.	Distribute flyer-make copies, mailing labels. send out	(Clerical)	6-8 wks prior	<input type="checkbox"/>
6.	Post on CSPD Web site/ Send to TEACHNET	(Clerical)	6-8 wks prior	<input type="checkbox"/>
7.	Print <i>Bill for CSPD Honorarium*</i> for presenter		4 wks prior	<input type="checkbox"/>
8	Arrange for OPI credit- fill out OPI forms, make copies, send to Susan Bailey Anderson for signature		4 wks prior	<input type="checkbox"/>
9.	Arrange for University credit (if applicable)		6-8 wks prior	<input type="checkbox"/>
10	Send OPI and University info and honorarium forms to site coordinator		2-3 weeks prior	<input type="checkbox"/>
<b>AFTER WORKSHOP</b>				
1.	Receive Purchase orders/ checks/ honorariums/ bills, <i>Inservice Roster*</i> from Site Coordinator		After workshop	<input type="checkbox"/>
2.	Send <i>CSPD Invoice*</i> for purchase orders		After workshop	<input type="checkbox"/>
3.	Record expenses on <i>Inservice Budget Form*</i>		After workshop	<input type="checkbox"/>
4.	Send checks, bills, honorariums to clerk responsible for CSPD Grant		After workshop	<input type="checkbox"/>
5.	Send copy of <i>Inservice Roster*</i> to Susan Bailey Anderson re OPI Renewal forms		After workshop	<input type="checkbox"/>
6.	Send info regarding credit to appropriate university		After workshop	<input type="checkbox"/>
7.	Upon receipt of <i>CSPD Activity Evaluation*</i> packet from Site coordinator <input type="checkbox"/> Attach <i>Inservice Budget Form*</i> <input type="checkbox"/> Send/give completed packet to CSPD Chairperson		Next CSPD regional mtg	<input type="checkbox"/>
8.	Share results at next Regional CSPD mtg		CSPD meeting	<input type="checkbox"/>

*Thanks for a Job Well Done!!!!*