

CSPD Inservice To Do List Site Coordinator 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.	Set date (in conjunction with Inservice Coordinator/ Regional CSPD)		6-8 weeks prior	<input type="checkbox"/>
2.	Reserve Location:		6-8 weeks prior	<input type="checkbox"/>
3.	Notify Inservice Coordinator as follows <ul style="list-style-type: none"> <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"/>
4.	Request folder of inservice information from clerical person- let her know number of anticipated participants		10 days prior	<input type="checkbox"/>
5.	Arrange AV equipment (check with presenters)		1 wk prior	<input type="checkbox"/>
6.	Begin filling out <i>CSPD Activity Evaluation Plan*</i>		Prior or day of	<input type="checkbox"/>
7.	Fold <i>Impact Evaluation*</i> forms (pink) and place your address label on the impact evaluation (middle third of impact eval- see example in folder)		Prior or day of	<input type="checkbox"/>
8.	Keep track of participants on <i>CSPD Inservice Roster*</i>		Prior to workshop	<input type="checkbox"/>
9.	Arrange for refreshments		2-3 weeks prior	<input type="checkbox"/>
DAY OF WORKSHOP				
1.	Set up room/ AV equipment		Day of	<input type="checkbox"/>
2.	Set up refreshments		Day of	<input type="checkbox"/>
3.	Have participants fill out <i>Sign In Sheet*</i> (yellow)		Day of	<input type="checkbox"/>
4.	Have participants sign <i>Workshop Roster*</i> for credit (if workshop is more than one day, must sign in each day)		Day of	<input type="checkbox"/>
5.	Have participants self-address the CSPD Impact Evaluation and let them know you will be sending a follow-up impact evaluation in 6 weeks		Day of	<input type="checkbox"/>
6.	Have participants fill out <i>Outcome Evaluation*</i> (blue) (hand out early)		End of workshop	<input type="checkbox"/>
7.	Have presenters sign honorariums		Day of	<input type="checkbox"/>
8.	Collect any purchase orders, personal checks		Prior to/ day of	<input type="checkbox"/>

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9.	Hand out <i>OPI Renewal Forms*</i> - (participants will need to keep these as proof of their attendance; can be used by paraeducators as well)	End of workshop	<input type="checkbox"/>
10	If offering University credit, have participants fill out appropriate credit forms and attach check to credit form	During workshop	<input type="checkbox"/>
AFTER WORKSHOP			
1.	Compile results of <i>Outcome Evaluation*</i> (blue) on <i>Outcome Evaluation Summary*</i> and attach to <i>CSPD Activity Evaluation Plan*</i> <input type="checkbox"/> Send original <i>Outcome Evaluations</i> to presenters	After workshop	<input type="checkbox"/>
2.	Complete <i>CSPD Activity Evaluation Plan*</i>	After workshop	<input type="checkbox"/>
3.	Send Purchase orders/ checks/ honorariums/ bills, <i>Inservice Roster*</i> to Inservice Coordinator	After workshop	<input type="checkbox"/>
4.	Send <i>Impact Evaluations*</i> (pink in envelopes) to participants	6 weeks after workshop	<input type="checkbox"/>
5.	Compile results of <i>Impact Evaluations*</i> on <i>Impact Evaluation Summary*</i> –attach to CSPD Evaluation Plan	6-8 weeks after workshop	<input type="checkbox"/>
6.	Send original <i>Outcome Evaluations*</i> to presenters	6-8 weeks after workshop	<input type="checkbox"/>
7.	Compile following information and send/ give to Inservice Coordinator <input type="checkbox"/> Copy of advertisement about training <input type="checkbox"/> <i>Registration List</i> <input type="checkbox"/> <i>CSPD Activity Evaluation Plan*</i> <input type="checkbox"/> <i>Outcome Evaluation Summary*</i> <input type="checkbox"/> <i>Impact Evaluation Summary*</i> <input type="checkbox"/> <i>Sign in Sheet*</i> <input type="checkbox"/> <i>Roster CSPD* (for credit)</i> <input type="checkbox"/> <i>Copy of this Checklist</i>	8-12 weeks after workshop	<input type="checkbox"/>
8.	Share results at next Region CSPD meeting	CSPD meeting	<input type="checkbox"/>

Thanks for a Job Well Done!!!!

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