

APPENDIX B – APPLICATION TO SPONSOR AN IN-SERVICE COURSE

**APPLICATION FOR APPROVAL OF A SOUTH COLONIE
SPONSORED IN-SERVICE COURSE**

Send this completed form to the Director of Human Resources. Call the human resource department in several days to verify that your application was received.

Upon approval, it is the responsibility of the instructor/sponsor to disseminate information regarding this course.

1. Name of Course _____

2. Outline: Please attach a one-page, typed, course outline.

3. Number of In-service Credits _____

In-service credit is awarded at the rate of one in-service credit for each fifteen hours of instruction.

4. Name of Sponsor(s) _____

The sponsor(s) and instructor(s) may be the same people.

5. Name of Instructor(s) _____

6. Qualifications of Instructor(s) _____

7. Rationale for the Course (Needs Statement Justification) _____

8. Dates and Times of Course Meetings _____

On a day when school is in session all day, in-service courses cannot be scheduled to start before 4:00 p.m. However, after a course has started, the instructor and the participants may choose to alter the starting time.

9. Course Location _____

10. Course Instructor(s) Salary Source _____

11. Course Instructor(s) Salary _____

12. Target Group for Course _____

Normally, in-service courses are open to all professional staff on a “first come–first served” basis. However, the Director of Human Resources may approve an in-service course aimed at a specific group of staff because of the particular needs of a building, department, etc., provided adequate reasons can be given. Even if the Director of Human Resource approves a course for a selected staff group, remaining open slots in the course must be made available to all applicants on a “first come–first served” basis. If you believe certain staff should have preferred status in applying to take your course, give the reasons here.

13. Maximum Number of Course Participants _____

The sponsor(s) must make a list of all those staff members closed out of the course because of restrictions on class size. This list must be turned over to the Director of Human Resources before the course ends so that the staff on the list can be given preferred status if the course is offered again.

14. Minimum Number of Participants Required for Course to be Taught _____
(Recommended amount of 15)

15. It is the responsibility of the instructor(s)/sponsor(s) to distribute and return completed form Appendix C – In-service Course Evaluation form to the Director of Human Resources.

16. It is the responsibility of the instructor(s)/sponsor(s) to take attendance.

Estimated cost _____ **Budget source/code** _____

Consistent with Professional Development Plan: **Yes** _____ **No** _____

Approval signature of Assistant Superintendent of Instruction: _____

APPROVED: _____ **DISAPPROVED:** _____ **IN-SERVICE CREDITS:** _____

SIGNED: _____

Director of Human Resource