

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"/> |
|--------------------------|--|------------|------------------------|--|
| PRIOR TO WORKSHOP | | | | |
| 1. | Set Date (in conjunction with Site Coordinator/ Regional CSPD) | | 6-8 weeks prior | <input type="checkbox"/> |
| 2. | Obtain info from Site Coordinators <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"/> |
| 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"/> |
| AFTER WORKSHOP | | | | |
| 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 <ul style="list-style-type: none"> <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!!!!