

Approved by: _____

SERVICE REQUEST FORM
Training and Development
2009-2010

Date Submitted: _____

Upon completion give this form to your **Support Staff who will copy it and submit the original and the copy to Jim Huggins for signature.** Jim will return the original form to your Support Staff after reviewing. Support Staff will then forward the original form to Lynn Dziurgot, Central Office for contract and invoicing.

Staff Developer Providing Service: _____ Support Staff: _____

School/Business/Organization: _____ Phone: _____

Contact

Billing

Person: _____ Address: _____

Billing Process: ☐ Contract for External Customer ☐ Program & Service Area _____

Technical Assistance		Training	
Program Code: <input type="checkbox"/> 1673 T&L <input type="checkbox"/> 1674 Tech <input type="checkbox"/> 1675 EC		Program Code: <input type="checkbox"/> 1673 T&L <input type="checkbox"/> 1674 Tech <input type="checkbox"/> 1675 EC	
Description of Technical Assistance: (Planning meetings, coaching, etc.)		Title/Focus of Workshop/Training: (Data Analysis, Technology Integration, etc.)	
Date(s):		Date(s):	
<input type="checkbox"/> Full Days # _____ at a rate of \$ _____ /day <input type="checkbox"/> Half Days # _____ at a rate of \$ _____ /half-day	<u>Total</u>	<input type="checkbox"/> Full Days # _____ at a rate of \$ _____ /day <input type="checkbox"/> Half Days # _____ at a rate of \$ _____ /half-day	<u>Total</u>
Mileage r/t:		Mileage r/t:	
<input type="checkbox"/> Copying (# of black & white copies): # _____ @ \$.07/each <input type="checkbox"/> Copying (# of color copies): # _____ @ \$.55/each		<input type="checkbox"/> Copying (# of black & white copies): # _____ @ \$.07/each <input type="checkbox"/> Copying (# of color copies): # _____ @ \$.55/each	
<input type="checkbox"/> Other materials (notebooks, handouts, etc.)		<input type="checkbox"/> Other materials (notebooks, handouts, etc.)	
Technical Assistance Total Fee:		Training Total Fee:	
Contract Total:			

2009-2010
Standard and Per Diem Rates for Training and Technical Assistance

	Rate/Full-Day	Rate/Half Day
Mileage	50.5 cents	50.5 cents
Copying	.07 cents/page (black and white) .55 cents/page (color)	.07 cents/page (black and white) .55 cents/page (color)
Technical Assistance	\$500 - \$550/per day <i>(Note: For 30 days or more see Jim)</i>	\$350/per half day
Training Rates (Workshops)	\$725 - \$850/per day <i>(depending upon amount of preparation)</i>	\$450/per half day
Data Base Development	To be negotiated on a case-by-case basis <i>(See Jim if you get a request for data base development.)</i>	
Night Meeting Rates	To be negotiated on a case-by-case basis <i>(See Jim if you get a request for a night meeting.)</i>	
Retreats	\$900 - \$1200/day	

Reminder: Please fill out your Service Request forms in a timely manner so that contracts can be generated as soon as possible after the initial contact is made for services.