## Use These Directions ONLY if You Have NOT Submitted a Workshop for Summer 2022.

ALL PROPOSALS FOR NEW SPRING WORKSHOPS ARE DUE BY FRIDAY, OCTOBER 28, 2022.

YOU DO NOT NEED TO FOLLOW THESE DIRECTIONS IF YOU WISH TO REOFFER A PREAPPROVED 2022 WORKSHOP AGAIN IN SPRING 2023. YOU WILL BE SENT AN EMAIL ASKING FOR THE INFORMATION WE NEED FOR A REOFFER.

LOCATING & SUBMITTING PROPOSALS FOR NEW SPRING 2023 WORKSHOPS:

Step #1: Log into Frontline, Click on *Forms* and then Click on the proposal form which reflects how your workshop will meet; *KSDC In-Person/Hybrid Workshops* or *KSDC Online Workshop Proposal* under *Activity Proposals*.
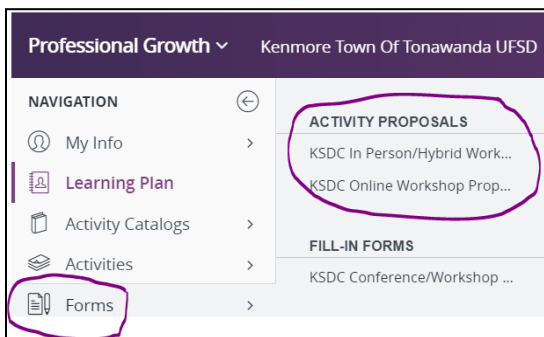
Step #2: Make sure to indicate a workshop description that allows others to visualize what the workshop is about. *Please also list Learning Outcomes* which describe what participants can anticipate being able to do independently at the conclusion of your workshop.

Step #3a: Meeting Dates & Times for in-person workshops. You will need to specify dates, start and end times for each session as well as to include preferred location and total hours. Potential dates for spring workshops:
January **19, 21, 23, 24, 25, 26, 28, 30, 31**
February **1,2, 4, 6, 7, 8, 9, 11, 13, 14, 15, 16, 27, 28**
March **1, 2, 4, 6, 7, 8, 9, 11, 13, 14, 15, 16, 18, 20, 21, 22, 23, 25, 27, 28, 29, 30,**
April **12, 13, 15, 17,18, 19, 20, 22, 24, 25, 26, 27, 29**
May **1, 2, 3, 4, 6, 8, 9, 10, 11, 13, 15, 16, 17, 18, 19**

Meeting Dates/Times/Locations						
# of Meetings	1					
MeetingDate 1						
Meeting 1 Date	31					
Start & End Time		:00	To		:00	
Location						
Hours						
Enter the number of Hours that could be awarded for this activity						
Hours						

Step3b: Meeting Start and End dates for Online workshops. Virtual workshops will post start, end dates, and total hours. Spring Session dates run from 1/19 to 5/19/2023.

Meeting Dates	
Start Online Date:	31
End Online Date:	31
Online Hours	
Enter the number of online Hours that could be awarded for this activity.	
Online Hours	

Step #4: NYS Categories must be checked as they are used for those staff who must track CTLE credits. Check all that apply to your workshop.
1. **All KSDC workshops must indicate KSDC credits and CTLE credits.**
2. **Select the District Goal which best fits your workshop.**
3. **You are able to add additional comments if necessary.**

Purpose(s)

Select a Purpose(s)

☐ KSDC Credits
☐ CTLE hours
☐ Non CTLE hours

District Goals/Objectives

Please select:

Goal : District Goal #1
☐ Technology Based Instructional Strategies
Goal : District Goal #2
☐ Improving Instructional Practice
Goal : District Goal #3
☐ Social/Emotional Awareness

Additional Comments

Comments:

Characters left **2048**

Finish

Submit   Save as Draft

We suggest that you print a copy for your records and then hit submit.