Congratulations on the approval of your proposal to organize a BSI-DARE funded workshop!

I am excited to support you on the funding and coordination aspect. To facilitate this process the primary contact on the proposal form will be the point person for all communications. As you go through organizing this event there will be a few funding related processes to follow up on:

1. **Prior to the Event:**
   - Please send me the flyer of the event, so I can prepare the forms
   - How to pay for supplies/flash drive/ handouts/ printing/books:
     - Books, flash drive – send me a list of confirmed participants 4 weeks before the event, this is the deadline for ordering these supplies. I can order these.
     - Supplies – send me receipts and I will process these using a district direct pay form
     - Printing – I can give you the BSI printing code for the print shop once you are ready with what needs to be printed to the maximum approved by the DARE committee.
     - If you are getting an outside facilitator other than Veronica Neal then you need to initiate an Independent Contract Form, one month before the event. Also indicate if you need travel reimbursement for the facilitator.

2. **On the day of the event:**
   - You will need a DARE Sign-in sheet during registration. Make sure faculty sign and enter the time in and time out on the Workshop Sign-In Form. For a full day workshop faculty should include 30 minutes Lunch Break; total hours will be 7.5 hours. Workshops must stop at the exact time posted on the flyer.

   - Distribute a packet with instructions to the Part Time faculty regarding their additional pay, timesheet, for attending the workshop and samples. (I will send these to you once I receive your flyer) Part-time Faculty can only receive PGA credit or a stipend for attending a workshop. They cannot receive both. Full-time Faculty can only receive PGA credit.

   - Please take lots of photos so we can promote on our webpage.

3. **After the event:**
   - Please send an email to all PT faculty who attended and copied to me, so they can submit their Additional Pay forms and time sheets to the BSI DARE mail box.
   - Send me the photos
   - Process receipts
   - DARE committee will need an Activity report out form that you will submit to the DARE Co-Chair

Please feel free to send me your questions at any point as you organize this event.