

CONFERENCE/WORKSHOP TURNKEY FORM

Turnkey Plans Definition: Providing to colleagues, through workshops, information and materials gathered from attended conventions, meetings, trainings, and workshops.

Name/Assignment _____

Date _____

School/Grade _____

Assignment _____

Conference Date _____

Conference Title _____

What information/skills did you gain which will be helpful to your job assignment? How will you share this information so that the district will benefit?

Turnkey Plans – Please provide an outline of your proposed plans below

Workshop Title: _____

Target Population: _____

Proposed Activities: _____

Note: Turnkey Plans and Conference Summary Reports must be submitted to your immediate **Supervisor, Director of C&I** and the **Superintendent** within five (5) days after workshop attendance.

Administrative Use Only. Not intended for conference attendees.

Date Report Received _____ Projected Turnkey Date _____