



Alaska Arts Education Consortium AAEC
Proposal for Professional Development Form FY2015
DUE to MK MacNaughton, mkmac@gci.net BY OCTOBER 17, 2014

The purpose of this form is to elicit detailed proposals (for institutes, presentations, workshops, etc.) so that the AAEC Board of Directors can make informed decisions regarding financial/staff needs and commitments

1. Sponsoring Organization (Site):

Local Contact Person and title:
 Phone: _____ Email: _____

2. Proposed Title of Training:

3. Type of Training (*Advanced Arts Institute, Basic Arts Institute, Special Topics Institute ie. Native Cultural Arts*)

_____ Basic Arts Institute (*10 days*)

_____ Special Topics Institute: (5 days) Focus: _____

4. Target Audience (*administrators, teachers, etc.*)

Number of Participants: Requested Maximum _____ Requested Minimum _____

5. Location (*city, and physical venue – school name and address:*)

6. Suggested Dates:

7. Credits

(15 hours contact per credit) _____ credits Who will arrange? AAEC _____ Local Site _____

8. Other Information

	AAEC arranges	Participants arrange own	Provided by Site
Housing			
Travel			
Supplies			
Registration/Advertising			

FINANCIAL CONSIDERATIONS

Projected Expenses

Teacher Leaders Honorarium <i>(@\$275/day x # of instructors)</i>	
Travel /housing /food for Teacher Leaders Airfare: Lodging: Car Rental: <i>Per Diem:</i> Miles:	
Teacher Leader pre-institute Planning Meeting	AAEC: \$
Administrative Costs Local Logistics Coordinator/Assistant <i>(@\$150/day x length of Institute + 2 days)</i> AAEC Administrative Coordination Pre-Institute Teleconferences Mailing Institute Journals Video Documentation Evaluation (\$1,500- BAI, \$1,000 Spec Topics)	
Field trips <i>(estimate \$100 for a bus + entrance fees)</i>	
Supply Costs Texts, Copying Art and/or media supplies	
Food	
Building Rental and fees	
Guest Presenters \$ ___/hour x ___ presenters x ___ hours	
TOTAL EXPENSES	

Projected Income

Source	AMOUNT
Registration Fees <i>(5 days- \$249; 10 days - \$495)</i> <i>(add \$100 for 4 credits- paid to University)</i>	
Grants <i>(list sources)</i>	
School District Support	
Materials Fee (if applicable)	
AAEC SUPPORT REQUEST	
AAEC TL Planning Meeting Support	
TOTAL INCOME	

* Expenses must match Income.