



Proposals for the *honeyCOMB*

Strand: _____

Activity Title: _____

Target Audience: _____

Presenter(s): _____

Date(s): _____ Time(s): _____ Hours: _____

Place (Building and Room) _____ Participants: Max # _____ Min: 10*

Scheduled with Building Principal: Check Yes _____

(Please confirm that the room is available and tentatively scheduled before submitting your proposal. It is your responsibility to secure a room with any equipment/technology, including hardware and software, that you require before submitting your proposal.)

Presenters Work Extension: _____ Phone # on day of Course: _____

E-Mail: _____

Description as would appear in *honeyCOMB* (include any supplies/resources participants need to bring):

If you are requesting the PDC to purchase materials please list and include cost: _____

FAQs about Proposals:

- ✓ Time Frame – Courses may be three or six hours in length. Courses may either be a full day or split between two 3-hour slots. Three-hour courses will be from 3:20 – 6:20 (MS/HS) and 4:20 – 7:20 (PK-12) and full day from 8:30 – 3:30 (with an hour lunch on your own). Courses may be scheduled between November 28, 2011 and April 30, 2012.
- ✓ Descriptions of proposed courses should be very brief and written exactly as you would like them to appear in *honeyCOMB* Catalog. Proposals should include a description of the course and any required materials.

If you have an idea for a non-MCSD employee presenter, contact any PDC member via e-mail with the following information: name of presenter with contact information, topic, total cost of presenter, and audience.

* PDC may adjust for unique circumstances.