COLLABORATIVE PROJECT GUIDELINES

(Contact your building LPDC representative with questions regarding this information.)

Before beginning your project, you must submit the following information in writing:

1. The topic and/or need
2. The content standards to which this project will connect
3. A list of the members of your team (You must have at least three staff members)
4. Documentation of the project process (Examples include: journals, logs, work samples, etc.)
5. A timeline for the completion and implementation of the project
6. A list of the materials that will be created (Examples include: lesson and/or unit plans, assessments, activities, etc.)
7. A summary of the benefits to students and/or colleagues
8. **The minimum requirement for the project should be 30 hours.**

After completing your project, you must submit the following requirements:

1. A separate confirmation sheet for each individual participant, including the total hours spent on the project
2. A work session log with meeting dates, sign-in sheets including times, and a description of the activities and objectives of each work session
3. One copy of all materials produced must be submitted upon the completion of the project

NOTE

1. **Payment for a collaborative project will not exceed $250,** however, contact hours are earned each time a person participates in a meeting/or work session **(issued in December and June).**
2. It is very important that accurate logs are kept for each meeting/work session. Participants' signatures and in/out time must be logged for each meeting or work session.
3. All work must be done **on school property.**

Canfield Local Schools
Local Professional Development Committee
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