

**Request for  
Proposals and  
Chairperson's Packet  
for  
NEOEA Day 2018**



***NEOEA***

**Friday  
October 12, 2018**





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Garfield Heights, OH 44125-5330  
216/518-0200 800/354-6794  
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desk@neoea.org www.neoea.org

January 25, 2018

Dear colleague:

On behalf of our 30,000 members, it is my pleasure to invite you to propose a program for this year's NEOEA Day: October 12, 2018.

Founded in 1869, the North Eastern Ohio Education Association is a district affiliate of the Ohio Education Association and the National Education Association. NEOEA includes educators who are members of local OEA and NEA associations in Ashtabula, Cuyahoga, Erie, Geauga, Lake, Lorain, Mahoning, Medina, Portage, Summit, and Trumbull Counties.

On NEOEA Day each year, most area schools give their students the day off so that educators can attend professional development activities. Many programs are designed and presented by our members; others are designed or presented by other interested parties. Most workshops are presented at sites arranged by their chairpersons; however, we also offer magnet sites, arranged by NEOEA and staffed by an NEOEA site coordinator, where several workshops meet simultaneously.

In administering NEOEA Day this year, Executive Assistant Linda Grunden and I will again be assisted by Nanci DiBianca, NEOEA Past President 2005-06.

Most NEOEA Day programs are self-supporting; our proposal process includes a grant request procedure for those that are not. For your convenience, the packet is designed as a workbook, incorporating worksheets for the forms that presenters send in along the way. The packet and its forms are available online at [www.neoea.org/neoeaday](http://www.neoea.org/neoeaday).

We encourage chairpersons to identify "family-friendly" programs that would be appropriate for children 12 and above accompanied by parents or guardians. On the Proposal and Budget Request Form and the Essential Information Form, you'll see a spot to indicate that this activity should be designated with the "family-friendly" (mf) icon.

Please look carefully through these materials and consider whether you or your organization could contribute to this year's NEOEA Day by proposing a workshop. If you have questions, please consider attending our orientation session on Thursday, February 15, at 4:30 p.m.; a registration form is provided with this packet.

If you decide to apply, we'll look forward to seeing your Proposal and Budget Request Form (Item 3) by Friday, April 13; in the meantime, please contact our office if you have any questions.

Sincerely,

  
Mary Alice Conkey, Executive Director

# 1 Request for Proposals

On Friday, October 12, 2018, the North Eastern Ohio Education Association will once again sponsor NEOEA Day, the largest member-driven professional development day in the nation. NEOEA invites presenters of educational programming throughout northeastern Ohio to submit proposals for NEOEA Day programs.

The first part of presenting an NEOEA Day program is making a proposal and receiving approval. In order to make a proposal, you will need to look at the following items in this packet:

- Item 2, the **Initial Information Bulletin**, providing general information and expectations for NEOEA presenters; and
- Item 3, the **Proposal and Budget Request Form**, on which you describe the program you have in mind and any request you wish to make for NEOEA funding.

**Please note that the Proposal and Budget Request Form (Item 3) is needed for all proposals, whether requesting a grant or not.** This item is due at NEOEA by Friday, April 13; NEOEA will notify applicants of the status of their proposals the week of April 30. Those who will be presenting NEOEA Day programs will then go on to complete Item 4, the **Essential Information Form**, which provides the information to be placed in the NEOEA Day Catalog.

NEOEA is proud of NEOEA Day and wishes to preserve NEOEA Day's position as a quality professional development opportunity for our members. Please be aware of the following NEOEA Day procedures:

- **Publicity:** NEOEA publicizes NEOEA Day through the NEOEA Day Catalog, which is distributed through local affiliates and sent to other interested parties about eight weeks before NEOEA Day.
- **Registration fees:** Most programs charge a registration fee to defray program costs. An NEOEA grant is available to reduce registration fees.
- **Registration cutoff dates:** The NEOEA office and website will track which programs are filled and which ones have additional capacity; this will enable us to help members find programs in which they can still enroll. With rare exceptions that are arranged in advance, **registration deadlines may not be earlier than Friday, September 21.**
- **Notifications:** If a program is filled, please let us know immediately; but in any case, please notify the NEOEA office of your registration figures **between Monday and Wednesday, September 17-19.**
- **Sign-in lists:** Program chairs must have participants sign in (using the provided form or your own) and provide an attendance report, **including mailing addresses of participants**, along with their final report form.

## Deadlines at a glance:

- |                                   |   |
|-----------------------------------|---|
| 1) <b>Friday, April 13:</b>       | "Proposal and Budget Request Form" due to NEOEA       |
| 2) week of <b>April 30:</b>       | Proposal status sent from NEOEA office                |
| 3) <b>Friday, May 25:</b>         | "Essential Information Form" due to NEOEA             |
| 4) <b>Friday, August 17:</b>      | NEOEA Day Catalog mailed                              |
| 5) <b>Mon.-Wed., Sept. 17-19:</b> | Report registration numbers to NEOEA                  |
| 6) <b>Friday, September 21:</b>   | Earliest registration cutoff date                     |
| 7) <b>Friday, October 26:</b>     | Final Report Form and Registration Lists due to NEOEA |

## ② Initial Information Bulletin

As you develop and deliver your NEOEA Day program, **please refer to this bulletin for answers to your questions.** If you do not find the answers to your questions here, please call us!

### Overview:

- 1) **Forms:** Please use the forms provided: this includes the Essential Information Form. (The NEOEA Day catalog is printed directly from the Essential Information Form; redesigning it holds up the printing process.) This packet includes a “working” copy of each form, and separate copies are enclosed.
- 2) **Deadlines:** Each form has a postmark deadline. Please observe these deadlines; they are very important.
- 3) **Duration:** NEOEA will provide a reproducible certificate of attendance to be individualized for each workshop. As completed and signed by the chairperson, the certificate must provide an accurate statement of the instructional time involved in the workshop, not including lunch, registration, or break time.
- 4) **Capacity:** Please indicate on the Essential Information Form the maximum number of participants your facility can accommodate. If your program is limited to less than 100, members of NEOEA must be accepted first.
- 5) **Nonmembers:** NEOEA incurs significant program and promotional costs even for programs that do not receive a grant; so, while nonmembers are welcome at regular NEOEA Day programs, they pay a nominal additional fee of \$10 to attend. (NEOEA waives the nonmember fee for students enrolled in accredited teacher-preparation programs.) The nonmember fee is printed on our standard reservation form printed in the NEOEA Day catalog, and participants pay it with a separate check made out to NEOEA. You will send those checks on to the NEOEA office with your Final Report Form.
- 6) **Children:** NEOEA Day is primarily a professional day aimed at adults. Most programs are designed for an adult audience, but some programs are thoroughly appropriate for and enjoyable by children. The presence or absence of minors (under the age of 18) at your program is completely at your discretion. If minors 12 and older accompanied by parents or guardians are welcome at your workshop, please indicate that in the appropriate places on the Proposal and Budget Request Form and the Essential Information Form. Otherwise, we will assume that your program is intended for adults.
- 7) **Trips:** NEOEA Day trips (programs using buses, trains, trolleys, etc., with limited capacities) are limited to active NEOEA members only and one adult guest. (Empty seats may be sold to other parties, but may not displace active members and their authorized guests.)
- 8) **Checks:** Make sure that your publicity states to whom reservation checks should be made out and where they should be sent. **Registration checks are not made out to NEOEA, nor sent to the NEOEA office.** Only the \$10 nonmember fee is made out to NEOEA, and you send it to the NEOEA office with your Final Report Form.

- 9) **Cancellations:** Cancellations damage NEOEA's reputation. Do not cancel your program without first notifying NEOEA.

### **Publicity:**

- 1) All programs will be publicized in the NEOEA Day Catalog and circulated to all NEOEA members and various other interested parties. You are encouraged to publicize your program through other avenues as well.
- 2) In other publicity, inform your readers that the reservation form for your program can be found in the NEOEA Day catalog. The use of other forms and inconsistencies between them frequently cause confusion.
- 3) If you are going to print additional publicity on your own, please submit a copy to NEOEA for approval **before** you print and distribute it.

### **Accommodations:**

- 1) If you plan to serve coffee, rolls, and/or lunch, a charge should be made at the site or included in the registration fee charged to participants. The fee for lunch should include whatever you will need to pay for tips, room rent, etc.
- 2) You may find it helpful to send maps to those who register for your program if your site is difficult to find.
- 3) NEOEA is negotiating with several magnet sites for this year. Please call us if you need a site for your program or if you want more information; we may be able to provide a location for you.

### **NEOEA funding and CEU credits:**

- 1) Mandatory, "in-house" inservice training days should be supported by the local school district's professional development fund. A school district presenting an NEOEA Day program must permit its employees to attend programs in other areas if they so choose, and it must accept NEOEA members from other districts on an equal basis with its own employees.
- 2) The Ohio Department of Education no longer offers CEU credit as in the past. NEOEA provides a certificate of completion for you to duplicate and give to each participant **at the conclusion of your program**. Participants then take this certificate to their Local Professional Development Committee (LPDC) to earn local professional development units. You may copy the certificate itself as needed.

### **Filled programs:**

- 1) Drop-ins are discouraged. All applicants should use the registration form provided in the NEOEA Day Catalog, even if no cost is involved in the workshop.
- 2) Please contact the NEOEA office immediately if your program becomes filled. In any event, please report your registration between **Monday, September 17, and Wednesday, September 19**.
- 3) If you find that you must refuse registrations due to space limitations, please inform us promptly and return applications immediately to enable applicants to select another program. The same applies in those rare instances in which a program must be canceled.



**NEOEA**

North Eastern Ohio Education Association  
NEOEA Day: Friday, October 12, 2018

### ③ Proposal and Budget Request Form

Return one copy to NEOEA by Friday, April 13; keep one copy for your records. Send electronic entries to [desk@neoea.org](mailto:desk@neoea.org).

**Please note: this form is needed whether you require funding or not;** if you do not require funding, please mark "amount" as \$0. We will then know that you require no funding but still plan to present a program.

**NEOEA does not provide funding for luncheons or morning refreshments; they should be funded by the registration fee you charge to participants.**

Name of program:		Initial program number (for office use only):	
Chairperson:			
Business/school address:			
Daytime phone: (    )    -		Evening phone: (    )    -	
Electronic mail address:		@	.
Summer address (if different):			
	Open to minors 12 or older when accompanied by parent or guardian?	YES	NO
Anticipated attendance:		Anticipated registration fee per participant:	
Curriculum area (for main listing): _____			
Secondary area (if necessary for cross-reference): _____			
Arts	Foreign/World Languages	Library/Media	Social Studies
Classroom Management	General	Mathematics	Special Education
Early Childhood Education	Guidance/Psychology/Pupil Services	Multi-disciplinary	STEAM
Environmental/Outdoor Education	Health/Physical Education	Music	Technology Applications
Family and Consumer Sciences	Language Arts	Science	
Brief description of program:			
Amount of grant, if any, requested of NEOEA:			
Itemize or support grant amount requested, if any (attach additional sheets if necessary):			
Date:		Chairperson signature:	

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[desk@neoea.org](mailto:desk@neoea.org)

NEOEA will notify applicants of the status of their proposals the week of **April 30**. Essential Information Forms (Item 4) will be due back to NEOEA by **Friday, May 25**.



**NEOEA**

North Eastern Ohio Education Association  
NEOEA Day: Friday, October 12, 2018

## ④ Essential Information Form

Please return to NEOEA, 5422 East 96<sup>th</sup> Street, Suite 200; Garfield Hts., OH 44125-5330 by Friday, May 25, 2018. Send electronic entries to [desk@neoea.org](mailto:desk@neoea.org).


PLEASE PRINT OR TYPE. Within space limits, this information will be reprinted exactly as you give it. Be sure to include all registration information. Please be sure to account for the instructional time involved in the workshop, which does not include lunch, registration, or break time.

Program title (please keep it short, simple, and eye-catching):	Initial program number (from confirmation notice):
Topic(s) or problem(s) to be addressed:	
Major intended learning outcomes:	
Presenters' names and brief summary of qualifications (lengthy biographies not required):	
Program location (please supply street address):	
If you are interested in using a magnet site, <b>please contact the NEOEA office.</b>	
Starting time:	Concluding time:
Chairperson:	
<p><b>PROGRAM SUMMARY</b></p> <p><i>(Note to Chairperson: Please provide a brief summary (100-150 words) of your program. If you have a detailed agenda to be published online, please provide that in a separate document or email the text to <a href="mailto:desk@neoea.org">desk@neoea.org</a>. The information provided here is what members will see as they choose a program to attend.</i></p> <p><b><u>Make them want to attend yours!</u></b></p>	
Attach an additional sheet if necessary.	
Technology requests (magnet site only):	

(This form continues on the reverse.)



NEOEA Day Essential Information Form, continued

PROGRAM INFORMATION				
	Should this program be listed as open to minors 12 or older when accompanied by parent or guardian?	YES		NO
Category (check one):				
<input type="checkbox"/> Leadership (knowledge we need in order to help our local associations serve their members better)				
<input type="checkbox"/> Personal (knowledge to help us in our daily lives, regardless of our job descriptions)				
<input type="checkbox"/> Professional (knowledge to help us be more effective on the job)				
This program is for educators of the following grade levels (N/A if not applicable):				
Curriculum area (for main listing): _____				
Secondary area (if necessary for cross-reference): _____				
Arts	Foreign/World Languages	Library/Media	Science	
Career and Technology Education	General	Mathematics	Social Studies	
Classroom Management	Guidance/Psychology/Pupil Services	Multi-disciplinary	Special Education	
Early Childhood Education	Health/Physical Education	Music	Technology Applications	
Environmental/Outdoor Education	Language Arts			

<b>INFORMATION PARTICIPANTS NEED FOR REGISTRATION</b> (for publication in NEOEA Day Catalog). Walk-ins are discouraged and reservations are required, even if no registration fee is involved. <b>NEOEA does not receive registration forms or fees.</b>	
Registration fee: \$ _____	<input type="checkbox"/> lunch included <input type="checkbox"/> no lunch break <input type="checkbox"/> pack your lunch <input type="checkbox"/> lunches available to buy on your own
check one:	
Participant should make check payable to (NOT NEOEA):	
Send check and registration to: (NOT NEOEA!)	
Name of contact for further information:	
E-mail address for further information:	@ .
Telephone number for further information: (    ) -	
Registration deadline (not before September 21):	
Maximum number of participants your program can accommodate:	

<b>CONTACT INFORMATION FOR NEOEA OFFICE USE.</b> Contacts may be necessary during the summer months. Please provide additional summer contact information if necessary.	
Name of additional contact:	
E-mail address:	@ .
Daytime phone: (    ) -	Evening phone: (    ) -
Address:	
Emergency contact number for use on NEOEA Day: (    ) -	

**PLEASE BE SURE TO RETAIN A COPY OF THIS FORM FOR YOUR FILES.**



**NEOEA**

North Eastern Ohio Education Association  
NEOEA Day: Friday, October 12, 2018

## 5 Program Expense Claim Form

If you are not receiving NEOEA funding, please ignore this form.

Postmark by Friday, September 21, 2018, if you need to receive checks for distribution on NEOEA Day.

Postmark by Friday, October 26, 2018, and return with your final report if you do not need checks for distribution until after NEOEA Day.

Program title:	Program number:
Chairperson:	
Address:	

Do you want all checks sent to you at the above address? <small>(If not, please supply complete names and mailing addresses below.)</small>	YES	NO

Please note:

- If a check is \$600 or above, you must provide the payee's Social Security Number or Tax Identification Number and mailing address.
- Please enclose receipts or other documentation of expenses.

Payee:			
Address:			
	Street	City, State	ZIP
Amount:		Recipient's SSN or TIN (if required)	

Payee:			
Address:			
	Street	City, State	ZIP
Amount:		Recipient's SSN (if required):	

Total amount requested: \$ \_\_\_\_\_ (may not exceed the total NEOEA grant).

<p>North Eastern Ohio Education Association 5422 East 96<sup>th</sup> Street, Suite 200, Garfield Hts., OH 44125-5330 Phones: 216-518-0200, 800-354-6794; Fax: 216-518-0202 <a href="mailto:desk@neoea.org">desk@neoea.org</a></p>
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**DUPLICATE AS NECESSARY.  
PLEASE BE SURE TO RETAIN A COPY OF THIS FORM FOR YOUR FILES.**



## ⑥ Registration List (to be returned with the Final Report Form by October 26, 2018)

<b>Program title:</b>	<b>Program number:</b>	<b>Page # ___ of ___ pages</b>
-----------------------	------------------------	--------------------------------

Name	Home address	Employed by	School building
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Use of this specific form is optional, but a list of attendees providing this information is required. Chairpersons may substitute their own form or printout.



## 7 Final Report Form

**Postmark by Friday, October 26, 2018;** enclose your Program Expense Claim Form if NEOEA funding has been authorized.

Program title:	Program number:
Chairperson:	
Address:	

Total reservations received: \_\_\_\_\_

Actual number attending: \_\_\_\_\_

NEOEA nonmembers attending: \_\_\_\_\_  
(include nonmember fee checks)

Your evaluation of the program:
Summary of participants' evaluations:
<b>A potential evaluation form is included in this packet as Form 8 on the next page. You may use it or your own form.</b>
Your suggestions for next year:

**Please include copies of your registration lists with this report form.**

\_\_\_\_\_  
Date completed

\_\_\_\_\_  
Chairperson's signature

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**desk@neoea.org**



## ⑧ NEOEA Day Workshop Evaluation for Participants

Program number: \_\_\_\_\_ Title: \_\_\_\_\_

1. What did you like best about this program?

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2. How could the program be improved?

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3. What other program topics would be of value to you?

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4. How can we get more people to attend?

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5. Other comments or suggestions:

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# *Certificate of Participation*

This certificate of participation is presented to

\_\_\_\_\_

(name)

for participation in workshop number \_\_\_\_\_,

\_\_\_\_\_

(title)

consisting of \_\_\_\_ hours of instruction, on NEOEA Day, October 12, 2018.

\_\_\_\_\_

Chairperson/Presenter