

**Request for Proposals and
Chairperson's Packet
for
NEOEA Day 2020**



**Friday
October 9, 2020**



6001 Landerhaven Drive, Suite D
Mayfield Heights, OH 44124-4190
216.518.0200
desk@neoea.org www.neoea.org

February 4, 2020

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 9, 2020.

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 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.

Please look 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 27, 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 Essential Information Form (Item 3) by Friday, April 10; 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 9, 2020, the North Eastern Ohio Education Association will sponsor NEOEA Day, the largest member-driven professional development day in the area. NEOEA invites presenters of educational programming throughout northeastern Ohio to submit proposals for 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 **Essential Information 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 Essential Information Form (Item 3) is needed for all proposals. This item is due at NEOEA by Friday, April 10; NEOEA will notify applicants of the status of their proposals the week of May 4.

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 mailed to all NEOEA members and sent to other interested parties.
- **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 18.**
- **Notifications:** If a program is filled, please let us know immediately; but in any case, please notify the NEOEA office of your registration figures **by Friday, September 11.**
- **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) Friday, April 10: | "Essential Information Form" due to NEOEA |
| 2) week of May 4: | Proposal status sent from NEOEA office |
| 3) Friday, August 14: | NEOEA Day Catalog mailed |
| 4) Friday, September 11: | Report registration numbers to NEOEA |
| 5) Friday, September 18: | Earliest registration cutoff date |
| 6) Friday, October 30: | 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, please call us!

Overview:

- 1) **Forms:** Please use the forms provided. This packet includes a “working” copy of each form, and separate copies are enclosed.
 - Form 3 – Essential Information Form (*due by Friday, April 10, 2020*)
 - Form 4 – Program Expense Claim Form (*due by Friday, October 30, 2020*)
 - Form 5 – Registration List (*due by Friday, October 30, 2020*)
 - Form 6 – Final Report Form (*due by Friday, October 30, 2020*)
 - Form 7 – NEOEA Day Workshop Evaluation for Participants
 - Certificate of Participation
- 2) **Deadlines:** Each form has a postmark deadline. Please observe all deadlines.
- 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 25, members of NEOEA must be accepted first.
- 5) **Nonmembers:** 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 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. If minors 12 and older accompanied by parents or guardians are welcome at your workshop, please indicate that in the appropriate place on the Essential Information Form.
- 7) **Checks:** Make sure you include information on 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.
- 8) **Cancellations:** Do not cancel your program without first notifying NEOEA.

Publicity: All programs will be publicized in the NEOEA Day Catalog and circulated to all NEOEA members and various other interested parties as well as on our website and through emails. You are encouraged to publicize your program also.

Accommodations: 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.

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) 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.
- 3) In any event, please report your registration by **Friday, September 11**.
- 4) 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.



North Eastern Ohio Education Association
NEOEA Day: Friday, October 9, 2020

③ Essential Information Form

Please return to NEOEA, 6001 Landerhaven Drive, Suite D; Mayfield Hts., OH 44124-4190 by Friday, April 10, 2020. Send electronic entries to desk@neoea.org.

PLEASE PRINT OR TYPE. 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 <i>(please keep it short, simple, and eye-catching)</i> :		Initial program number <i>(from confirmation notice)</i> :
Topic(s) or problem(s) to be addressed:		
Major intended learning outcomes:		
Presenters' names and brief summary of qualifications <i>(lengthy biographies not required)</i> :		
Program location <i>(please supply street address)</i> :		
Starting time:	Concluding time:	
Chairperson:		
Chairperson email address:		
Chairperson postal address:		
PROGRAM SUMMARY <i>Brief summary (100-150 words) of your program. The information provided here is what members will see in the NEOEA Day catalog.</i>		
<i>Attach an additional sheet if necessary.</i>		
Amount of grant, if any, requested of NEOEA:		
Itemize or support grant amount requested, if any <i>(attach additional sheets if necessary)</i> :		

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 (<i>check one</i>):				
<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 (<i>N/A if not applicable</i>):				
Curriculum area (<i>for main listing</i>): _____				
Secondary area (<i>if necessary for cross-reference</i>): _____				
Arts	Environmental/Outdoor Education	Language Arts	Science	
Business Education	Foreign/World Languages	Library/Media	Social Studies	
Career and Technology Education	General	Mathematics	Special Education	
Classroom Management	Guidance/Psychology/Pupil Services	Multi-disciplinary	STEAM	
Early Childhood Education	Health/Physical Education	Music	Technology Applications	
INFORMATION PARTICIPANTS NEED FOR REGISTRATION (for publication in NEOEA Day catalog). Reservations are required, even if no registration fee is involved. NEOEA does not receive registration forms or fees.				
Registration fee: \$ _____				
<i>check one:</i>				
<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				
Participant should make check payable to (<i>NOT NEOEA</i>):				
Send check and registration to: (<i>NOT NEOEA</i>)				
Name of contact for further information:				
Email address for further information:				
Telephone number for further information:				
Registration deadline (not before September 18):				
Maximum number of participants your program can accommodate:				
CONTACT INFORMATION FOR NEOEA OFFICE USE. Contacts may be necessary during the summer months. Please provide additional summer contact information if necessary.				
Name of additional contact:				
Email address:				
Daytime phone:			Evening phone:	
Address:				
Emergency contact number for use on NEOEA Day:				



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④ Program Expense Claim Form

If you are not receiving NEOEA funding, please ignore this form. Postmark by Friday, October 30, 2020, and return with your final report.

Program title:	Program number:
Chairperson:	
Address:	

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).

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⑤ Registration List (to be returned with the Final Report Form by October 30, 2020)

Program title:	Program number:	Page # ___ of ___ pages
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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.



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⑥ Final Report Form

Postmark by Friday, October 30, 2020; 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:
Your suggestions for next year:

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

Date completed

Chairperson's signature

North Eastern Ohio Education Association 6001 Landerhaven Drive, Suite D, Mayfield Hts., OH 44124-4190 216.518.0200 desk@neoea.org
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7 NEOEA Day Workshop Evaluation for Participants

Program number: _____ Title: _____

1. What did you like best about this program?

2. How could the program be improved?

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

4. How can we get more people to attend?

5. Other comments or suggestions:

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 9, 2020.

Chairperson/Presenter