



FY 2021

PD DOCUMENTATION PACKET COVERSHEET

Adult Education Program Name			
Event Title			
Event Location and Address			
Date(s)			
Event Logistics	Start Time	End Time	Total GALIS Participants
	Total Contact Hours <small>(do not include breaks 30+ minutes in calculation)</small>		GALIS CRN <small>(do not submit packet until event is entered in GALIS)</small>

EVENT DESCRIPTION AND PLANNED RESULTS

Trainer Name(s):

Event Purpose:

Planned learning and/or performance outcomes for participants:

Description of event evaluation and participant learning assessment:

EVENT EXPENSES	Rental =	Trainer Fee =	Materials =	Lodging =
	Registration Fee =		Total Expenses =	
	Other =		Cost per Participant =	

PACKET CHECKLIST Check items included in this packet. Items marked with (*) are required for federal compliance.

<input type="checkbox"/> Attendee Sign-In Sheet*	<i>A registration confirmation is acceptable for submission when attending an event such as a webinar or conference.</i>
<input type="checkbox"/> Event Agenda*	<i>An event description or program booklet is acceptable for submission if an agenda was not provided.</i>
<input type="checkbox"/> Event Evaluation Forms*	<i>If evaluation forms are not available, e.g. webinar or conference, participants are to complete the state's standard evaluation form for packet submission.</i>
<input type="checkbox"/> Presenter Handouts	

File original packet with local program's records. Scan packet and email file to pdtr@tcsge.edu or mail a copy of the packet to: Kynshasa McDaniel – Federal and State PD Records, Office of Adult Education, Technical College System of Georgia, 1800 Century Place NE, Suite 300, Atlanta, GA 30345. Call (404) 679-1654 if you have questions.

Packet Prepared By	Name and Title	Phone and Email Address	Signature



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