

**Youth Outreach Worker/Parent Leader**

**Work Report Form**

Name: \_\_\_\_\_

School at which the Workshop was Presented: \_\_\_\_\_

Date of Workshop: \_\_\_\_\_ Time: \_\_\_\_\_

Topic of Workshop: \_\_\_\_\_

Co-Presenter: \_\_\_\_\_

*Each workshop is to involve a staff member from the school as well as the Parent Leader.*

**The following time and effort was devoted to the preparation, delivery, and follow-up of a workshop.**

*Generally, the workshop work will include 2-3 hours for preparation, 4 hours for the workshop itself, and 2-3 hours for follow up work with the school. Complete this chart listing the hours worked to prepare, deliver, and follow up on the workshop.*

Date	Start Time	End Time	Activity

Total time: \_\_\_\_\_ hours

I submit this request for payment and verify that these hours are correctly listed.

\_\_\_\_\_, Youth Outreach Worker/Parent Leader

Confirmed by: \_\_\_\_\_, Principal (signature)

Authorized by: \_\_\_\_\_, Lafayette Ford (signature)

**FAX THIS FORM TO:**

Mr. Lafayette Ford, Director, CPS Youth Outreach Program: 773-535-0147

Also fax this form to the Center for Urban Education: 773-325-4321