Youth Outreach Worker/Parent Leader

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.

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<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Activity</th>
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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