

**Utah State Board of Education  
Special Education Services  
Sponsorship Proposal Request  
Fiscal Year 20\_\_ to 20\_\_**

<b>Date Submitted</b>
<b>Sponsoring Organization-Attach Description of Organization (1 paragraph limit)</b>
<b>Address (city, county, state, and zip code)</b>
<b>Name</b>
<b>Telephone Number</b>
<b>Email address of Person to be Contacted Regarding This Proposal</b>
<b>Title and Description of Co-sponsorship Activities:</b>
<b>USBE Contact Person on Planning Committee</b>
<b>How Will This Activity Improve Outcomes of Students with Disabilities:(may attach 1 page)</b>
<b>Anticipated Audience:</b>
<b>Anticipated Number of Participants:</b>
<p style="text-align: center;"><b>Personnel Development Priorities. Check ALL Areas Addressed by This Activity.</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Assessment</li><li><input type="checkbox"/> SPP/APR</li><li><input type="checkbox"/> Individuals with Disabilities Education Act (IDEA)</li><li><input type="checkbox"/> Response to Intervention (RTI)/Problem Solving Process</li><li><input type="checkbox"/> English Language Learners with Disabilities(ELLWD)</li><li><input type="checkbox"/> Closing the Achievement Gap (Language Arts, Numeracy, Science)</li><li><input type="checkbox"/> Behavior</li><li><input type="checkbox"/> Curriculum, Instruction and Intervention</li><li><input type="checkbox"/> Parent Training &amp; Support</li><li><input type="checkbox"/> Preschool</li><li><input type="checkbox"/> Leadership</li><li><input type="checkbox"/> Transition/Graduation</li></ul>
<b>Date(s) of Activity:</b>
<b>Will this Professional Learning Activity be offered virtually?</b>
<b>Registration Fee:</b>
<b>NOTE: Registration is the Responsibility of Sponsoring Organization</b>
<b>Total Budget for Activity:</b>
<b>Amount of USBE Funds Requested: (must not exceed 50% of activity costs)</b>

USBE, 250 East 500 South, PO Box 144200, Salt Lake City, UT 84114-4200

*Please keep a copy of this proposal and agenda for your records*

ADA Complaint: 7/11/2018

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**Describe How USBE Funds Will Be Used to Enhance This Activity:**

**Agenda is attached:** \_\_\_\_YES (*Agenda is required for approval. Draft is acceptable.*)

**USBE Special Education Section Sponsorship Requirements**

1. All sponsored activities must include a USBE-SES employee in the planning process.
2. All sponsored activities must be approved at least 90 days prior to the activity.
3. The amount requested may not exceed 50% of the total activity budget.
4. An agenda (draft) must be submitted at least 60 days prior to the activity.
5. An invoice requesting funds must be submitted to [tami.gear@schools.utah.gov](mailto:tami.gear@schools.utah.gov) within 30 days following the activity.
6. The USBE logo and sponsorship statement must be included in activity materials (including online).
7. The USBE does not provide any additional support (in-kind or financial) for sponsored activities.
8. **When submitting for re-imbursement please include invoice, agenda and sign-in sheets for prompt payment.**

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