

Current District Employees: No contract required-Use Extra Duty Pay Form
Non-District person working with students or parents: Contract Required
Non-District person providing staff development: Contract required

GPISD Contract Proposal Form

Submit completed form to the GPISD Staff Development Office at least 4 weeks prior to event date

YOUR INFORMATION:

Submitted by: _____
Dept/Campus: _____
Date: _____
Address: _____
Phone: _____

CONTRACTED INDIVIDUAL/ORGANIZATION INFORMATION:

Name/Organization name to be typed on contract: _____
Date of session/date services will be rendered: _____
Address: _____
Phone: _____
Email: _____

Please state specific purpose of contracted service: _____

****RESUME/VITA/COMPANY INFORMATION MUST BE ATTACHED TO EACH PROPOSAL**

Fees: \$ _____ per _____ (day, half day, hour, session-----please be as specific as possible)
*Pg. 2 addendum may be necessary

TITLE FUNDS USED: Yes No Title I II Other
Required signature: _____

For Office Use Only:

Date Received: _____ Submitted for Title Signature: _____
_____ approved (date) _____

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Pg 2 Contract Proposal Addendum (only necessary for contracts exceeding district expense guidelines)

Please prepare a written proposal that includes the following information:

1. Specific objectives of the session/purpose of the contract
2. Implementation plan
3. Specific number/job type of personnel trained/attending session
4. Specific follow up that will be conducted after the completion of the session/contract and continuing training/implementation
5. Outcomes expected and means of measuring the achievement of these outcomes