Request for Proposal Process

Requests for the Spring Session of Parent University must be submitted to CMSD Parent University by 5:00PM on Friday, January 25, 2013. All proposals must be submitted electronically to tracy.hill@cmsdnet.net. CMSD Parent University will notify organizations/individuals of the status of proposals by February 8, 2013.

The Spring Session of Parent University will consist of a Saturday full-day session on Saturday, March 23, 2013 for single workshops on specific topics. Workshops that have multiple sessions over the period of several weeks will be held in various locations the weeks of April 8, 2013 to May 9, 2013.

Learning Session Focal Points

Parent University learning sessions are focused on four areas that support parents in ways that empower them to be leaders and advocates for student learning and school improvement.

Parents as Teachers – provides a clearer understanding of how children grow and learn and the teaching and learning approaches used in CMSD

Parents as Advocates – builds capacity to advocate for children, understand the standards and expectations for learning, and support learning at home

Parents as Leaders – helps parents build the skills necessary to assume leadership roles in schools and the community

Parents are Learners – provides parents with the opportunity to build upon their own skills for personal and professional growth

Proposal Format

Successful proposals will include clearly defined learning objectives and content that is aligned to the Parent University Strands, and utilizes a methodology that is grounded in principles of adult education. It should include strategies for assessing prior knowledge of participants and providing opportunities for participants to interact with each other and the content. Submissions must include the following:

- Proposal (1pg.) using the attached proposal format (Attachment 1)
- Appendix: Please include the following:
    1. Course materials (if available): handouts, PowerPoint, examples, worksheets, etc
    2. Bibliography, or additional resources

Request for Proposal Cover Sheet:

Proposal should be no more than three pages

Contact information

Department/Organization:

Contact Person:

Address:

Email: **Telephone:**

Fax: **Website**:

Proposed Class Title(s):

Strand Alignment: € Parents as Teachers € Parents as Learners
€ Parents as Advocates € Parents as Leaders

Please submit to CMSD Parent University: ATTN: Tracy Hill; tracy.hill@cmsdnet.net;
1380 East Sixth Street, Room 135, Cleveland, Ohio 44114
Phone: (216) 858-0117
Fax: (216) 858-0108

Parent University Request for Proposal

Date: _____ **Topic/Presentation:**

Principle(s) Addressed:

Parents as Teachers
___ Parenting ___Communicating ___ Learning at Home ___ College Readiness
___Other _____

Parents as Advocates
___ Meets Specific NCLB/Title 1 Mandates ___ Special Education ___ ELL
___ CMSD Curriculum
___Other _____

Parents as Leaders
___ School/Parent Organization ___ Parent Leadership ___ Volunteering
___ Community Collaboration ___ Decision Making
___Other _____

Parents as Learners
___ Scholarships & Admission ___Computer Technology ___ ESOL
___ Nutrition ___ Financial Literacy
___Other _____

Target Audience (check all that applies)**:**
___ Parents __ Parents & Students
___ Other (explain)

Sessions
Type: ___ Single Workshop OR __ in a Series **Length of Presentation:**

Number: Indicate number of sites _____ **Max. Number of Participants Served:** _____
Fee (if applicable, include a descriptive scope of services and itemized budget)**:** _____ per session

Attachment - Do not exceed one page total when answering the following:
Description of Presentation (what learning modalities will be used)**:**

Expected Results (list goals of session; how will you evaluate session outcomes)**:**

References (must include the name, phone number and email address for two references that have observed or participated in sessions)**:**

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