

MARYLAND LIBRARY ASSOCIATION PROGRAM APPROVAL FORM

This form is for all divisions, committees, and interest groups. All programs must be approved by PDP prior to being advertised. It is used for in person and hybrid programs, including those co-sponsored with other organizations, even if there are no costs involved.

Do not make any financial commitment in writing prior to approval by the PDP. Submit the information in the Program Approval and Happenings portions of this form to PDP and the MLA Office at least 3 months prior to the program date: submit by October 1 for programs scheduled for January through March; submit by January 15 for programs scheduled for April through August; and submit by June 15 for programs scheduled for September through December 1.

PROGRAM APPROVAL (PAF)

SPONSORING UNIT:		PROGRAM PLANNER (fee waived):	
PHONE:		E-MAIL:	PAF SUBMISSION DATE:
TITLE OF PROGRAM:			
DATE:		SNOW DATE (if necessary):	
TIME:		REGISTRATION DEADLINE:	
PLACE:		URL for directions:	
ADDRESS:			
ON SITE CONTACT (for directions, etc.):			PHONE:
LEARNING OBJECTIVES (at the conclusion of the program, participants will be able to...):			
FORMAT Check all that apply: Discussion <input type="checkbox"/> Lecture <input type="checkbox"/> Q&A <input type="checkbox"/> Hands-on Workshop <input type="checkbox"/> In Person <input type="checkbox"/> Hybrid			
Other (please describe)			
TECHNICAL DETAILS FOR HYBRID FORMAT:			
SPEAKERS: include name, job title, and affiliation:			
Fee guidelines 1/2 day = 3-4 hours Full day = 5 hours		EST. NUMBER	TOTAL (Fee x number)
MLA Members (1/2 day=\$25/full day=\$50)	\$		\$
Non-Members (1/2 day=\$37.50/full day=\$75)	\$		\$
MLA Student/Retired/Unemployed/Friend (1/2 day=\$12.50/full day=\$25)	\$		\$
TOTAL ESTIMATED INCOME:			
ESTIMATED EXPENSES:			
Facilities rental	\$		
AV/computer equipment rental	\$		
Refreshments (coffee, Danish, supplies)(\$10 per person)	\$		
Meals (including gratuities)(\$15 per person)	\$		
Speaker fees	\$		
Administrative Fee	\$	60.00	
Printing costs (handouts, etc.)	\$		
Supplies	\$		
Other (Hotel, travel, or mileage – IRS rate)	\$		
TOTAL ESTIMATED EXPENSES			\$
NET GAIN OR LOSS			\$

ADDITIONAL INFORMATION

PROGRAM DESCRIPTION/HAPPENINGS DESCRIPTION
FACEBOOK/TWITTER POSTINGS – SUBMIT at http://www.mdlib.org/content.asp?contentid=293
OTHER INFORMATION (meals, pre-class assignments, what to bring, etc.):

ATTACH PRELIMINARY AGENDA FOR PROGRAM.	
PDP USE ONLY: Approved? Y N Comments:	
	Contact hours:
Submit form electronically to the MLA Office and the Professional Development Officer	
MLA Office – Margaret Carty mcarty@mdlib.org PDO – Naomi Keppler nkeppler@bcpl.net	

Revised June 3, 2020

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Request for Funding
(In-Person Events Only)

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Type of Speaker

- I. **Member, Maryland Library Community**
(travel by car, 1 night's lodging)

- II. A. **Non-Maryland Librarian**
B. **Non-Librarian within Maryland**
(honorarium, transportation, 1 night's lodging)

Please write your justification for funding below (250 words maximum); attach second sheet if necessary. Please note that final authority for granting and payment of speaker funding rests with the Executive Director and Treasurer of MLA.

Request for funding granted: Yes No Amount: _____