



# PROFESSIONAL DEVELOPMENT PARTICIPATION LOG

**Directions:**

1. Use this form to document participation in all professional development events. You will use this form to enter participation records into the online database.
2. For ALL professional development events, the attendee is required to sign-in.
3. Food can only be provided if reflected in the Budget Worksheet in the Iowa Grants online system. You will need to submit copies of receipts showing itemized food purchases and an agenda of the event in order to receive reimbursement. Food will not be reimbursed for events classified as entertainment.
4. Keep this form on file; do not submit to GUI staff unless requested, or if you are billing for food provided during the event. The form must be accurate and legible.

**Name of Activity:** \_\_\_\_\_ **Date of Activity:** \_\_\_\_\_

**Time of Activity:** \_\_\_\_\_ to \_\_\_\_\_ **Facilitated by:** \_\_\_\_\_

**Meal/Refreshments Provided (circle one):**      **Yes**                      **No**

	Attendee Name (PRINT)	Attendee Signature	Position
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**GUI District Contact Signature:** \_\_\_\_\_

**Attach additional sheets if needed.**