



CEU Approval: ORPS \_\_\_\_\_ OSU \_\_\_\_\_

# OKLAHOMA RECREATION AND PARKS SOCIETY PROFESSIONAL DEVELOPMENT FORM **ORPS WORKSHOP**

## **SPEAKER INFORMATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Organization: \_\_\_\_\_ Title: \_\_\_\_\_  
Street: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Day Phone: \_\_\_\_\_ Night Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## **WORKSHOP INFORMATION**

Title of Workshop: \_\_\_\_\_  
Day and Time Requested: \_\_\_\_\_  
Has the Speaker Presented this Previously? YES \_\_\_\_\_ NO \_\_\_\_\_  
Location of Workshop: \_\_\_\_\_  
How Long is this Workshop? 1 Hour \_\_\_\_\_ 2 Hours \_\_\_\_\_ 3 Hours \_\_\_\_\_ Other \_\_\_\_\_  
If Other, Explain:

Workshop Description:

## **TARGET PROGRAM AUDIENCES**

Administrators \_\_\_\_\_ Programmers \_\_\_\_\_ Maintenance \_\_\_\_\_ Staff \_\_\_\_\_ Sports \_\_\_\_\_  
Supervisors \_\_\_\_\_ Cultural Arts \_\_\_\_\_ Parks \_\_\_\_\_ Aquatics \_\_\_\_\_  
Therapeutic Recreation \_\_\_\_\_ Citizen Boards \_\_\_\_\_ Aging \_\_\_\_\_

**CEU INFORMATION**

To be eligible for CEU's this MUST be completed and three measurable learning outcomes listed. Participant will . . .

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

**AUDIO VISUAL NEEDS\***  
(Check All That Apply)

TV/DVD: \_\_\_\_\_ Screen: \_\_\_\_\_ Flip Chart: \_\_\_\_\_ Other: \_\_\_\_\_

\*Speakers using power point presentations must supply their own laptop and projector due to program/ computer compatibility.

**SPEAKER BIOGRAPHY and QUALIFICATIONS**  
(Qualifications MUST Include Information Regarding Session Topic)

Speaker Biography & Qualifications:

**SPEAKER EXPENSES**

Any financial commitments for expenses related to speaker fees for stipends or travel MUST be approved PRIOR to proposal acceptance. Please contact the Executive Director for information. ORPS Members are not reimbursed for speaking at ORPS programs.

**WORKSHOP COORDINATOR INFORMATION**

Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**This form must be completed and sent to the ORPS Executive Director six weeks prior to the workshop. Executive Director must submit completed form to Professional Development Chairperson; final CEU approval will be reviewed by Oklahoma State University. Any changes may effect CEU approval.**