

## OLA WORKSHOP/PROGRAM PLANNING FORM

Instructions: Complete (type or print only) and submit at least 10 weeks prior to date of program both to:

OLA Executive Board  
c/o Kay Boies  
Oklahoma Library Association  
300 Hardy Drive  
Edmond, OK 73013

Certification Specialist  
Office of Library Development  
Oklahoma Department of Libraries  
200 NE 18<sup>th</sup> Street  
Oklahoma City, OK 73105-3298

1. Division/Roundtable/Committee Sponsor(s):
2. Program Contact Person:
3. Address:
4. Telephone: (W) (H)
5. Program Title:
6. Date of Program:  
Time:  
Location (city, facility and room):
7. Number of Instructional Hours:
8. Number of Participants Expected:
9. Target Group:  
  
Level of Expertise (basic, intermediate or advanced):
10. Charge to Each Participant:
11. Reason for Offering Workshop (based on needs assessment survey, perceived need, survey, etc.)

12. Goal/Purpose of the Program:
  
13. Learning Objectives: (At the end of the program, participants will be able to ...)
  
14. Subject Matter and methods to be Used:  
 Attach an outline that includes specific times, topics and methods.
  
15. Instructional Staff: (names and rationale for choices)
  
16. Evaluation:  
 Attach a copy of your evaluation and/or describe the process you plan to use.
17. Proposed Budget:  
 Attach the Oklahoma Library Association Workshop Request Form.
  
18. Publicity:  
 Attach a copy of the flyer and news release to be used.  
 List the publications to which publicity will be sent:
  
19. CE Consultant Verification Statement: I confirm that I, or my representative, have attended planning meetings for the workshop/program and that the OLA guidelines for the workshop/program planning have been followed.

Signature of CE Consultant: \_\_\_\_\_

20. Signature of Contact Person: \_\_\_\_\_

21. Date of Application:

OLA Executive Board Recommendation:  
 (circle one)    Approved  
                   Pending  
                   Disapproved

Certification Specialist Recommendation:  
 (circle one)    Approved  
                   Pending  
                   Disapproved

Date \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
 Signature of Executive Director

\_\_\_\_\_  
 Signature of Certification Specialist

## OLA WORKSHOP/PROGRAM PLANNING FORM INSTRUCTIONS

NOTE: Instruction numbers correspond to line numbers on the application form. Use additional sheets as needed throughout the application form.

1. **DIVISION/ROUNDTABLE/COMMITTEE:** The name(s) of the division(s), committee(s) and/or roundtable(s) sponsoring the program.
2. **PROGRAM CONTACT PERSON:** This is the person, directly responsible for this program, who will be notified of the OLA Executive Board's and the Certification Specialist's decisions on the application or who will be contacted if additional information is needed about the program.
3. **ADDRESS:** Include the complete address of the Program Contact Person.
4. **TELEPHONE:** The telephone numbers, both work and home, of the Program Contact Person. Be sure to include area code and extension (if applicable).
5. **PROGRAM TITLE:** The complete name of the program. Title should be as descriptive of the program as possible.
6. **DATE OF PROGRAM/TIME/LOCATION:** The month, day, year and time when this program will take place. Also complete the city, the facility and the specific room where the program will be offered.
7. **INSTRUCTIONAL HOURS (or contact hours):** Instructional hours are based on the number of clock hours (50 minutes) of actual instructional activity provided in the program. Do not include registration time, mealtime; free time, coffee breaks, etc. Only the complete instructional hours should be listed.
8. **PARTICIPANTS EXPECTED:** Offer the most realistic estimate possible of the number of registrations you expect for this program.
9. **TARGET GROUP:** Identify the type of participants for whom the program is planned. Also include the level of experience of the audience if this is significant to the program content.  
(Criteria for Approval: Has a target group been identified and is the program designed for the target group?)
10. **CHARGE:** The cost to an individual librarian.
11. **REASON FOR OFFERING WORKSHOP:** Explain the method used to determine the need for this workshop.

(Criteria for Approval: Have the specific needs of the target group been assessed?)

12. **GOAL/PURPOSE OF THE PROGRAM:** A one or two sentence description of the goal of the entire program written from the participant's point of view.

(Criteria for Approval: Does the stated goal describe what the program will accomplish?)

13. **LEARNING OBJECTIVES:** Objectives are specific, measurable accomplishments that the participants shall be able to perform by the end of the program.

(Criteria for Approval: Are the program objectives specific accomplishments that the participants shall be able to perform at the end of the program? Are the objectives measurable? Do the objectives represent (a) changes in attitude and approach to the solution of problems, (b) acquisition or mastery of new knowledge or (c) the revision of outdated knowledge in specific skills, techniques and procedures?)

14. **SUBJECT MATTER AND METHODS TO BE USED:** Attach an agenda/outline with specific times. Describe the subject matter/content of the program. Describe the instructional methods which will be employed: lecture, discussion group, group activity, practice sessions, etc. Any use of multimedia as well as types of exercises should be included.

(Criteria for Approval: Is the subject matter/content of the program described? Are the described instructional methods appropriate for the subject and the program objectives? Are the described instructional methods appropriate for the expected number of participants? Is the time allowed adequate for the number of participants?)

15. **INSTRUCTIONAL STAFF:** Include names, rationale for choice, and appropriate credentials for each instructor.

(Criteria for Approval: Do the qualifications listed for the instructor relate to the subject that will be covered?)

16. **EVALUATION:** Include a copy of the evaluation form.

(Criteria for Approval: Is the evaluation related to the objectives of the program?)

17. **BUDGET:** The Oklahoma Library Association Workshop Request Form should be completed and attached.

18. **PUBLICITY:** Attach a copy of the flyer and news release to be used. Potential sources for publicity include the Oklahoma Librarian, ODL Source, the Library Media Section of the Oklahoma State Department of Education, the Oklahoma Special Libraries Association and the Oklahoma chapter of ACRL.

19. CE CONSULTANT VERIFICATION STATEMENT: The CE consultant assigned by the OLA Continuing Education Committee to work on this program should sign this statement.

20. CONTACT PERSON'S SIGNATURE: The Program Contact Person signs here.

21. DATE OF APPLICATION: Enter the date (month, day and year) the application is submitted to the OLA Executive Board and the