

**East Asia Regional Council of Schools (EARCOS)**

**www.earcos.org**



**EARCOS Professional Learning Weekend Grant**

**Final Report** **for school year 2019-2020**

This form should be submitted to the EARCOS office, along with the required documentation, within two weeks of the conclusion of your weekend workshop. Your grant will be paid as soon as this report is completed and all paperwork is received.

Name of school:

Name of host school coordinator:

Email address of host school coordinator:

Name of consultant:

Dates of weekend workshop:

The following documents must be submitted with this form within ten days of the workshop by email with scanned photos of the presenter and several of the workshop itself. Under no circumstances will any reimbursement occur if submitted later than July 30th, 2020 for the EARCOS fiscal year 2019-2020.

1. List of participants and their schools
2. Article about the workshop for online posting in the EARCOS website.
3. One or two photos of the workshop (please send originals).
4. Captions for the photos that describe the situation and identify the people pictured.
5. The announcement or invitation that you sent out to other EARCOS schools regarding the weekend workshop.
6. Copy of the letter of agreement between the host school and the presenter.
7. Download weekend workshop packets at <https://earcos.org/ww_hosting.php>

**FINANCIAL REPORT**

**DESCRIPTION AMOUNT PAID**

**Airfare** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please include copy of invoice for airfare*

*or ticket showing the price.*

**Honorarium for two days** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please include photocopy of your*

*school’s check to consultant $1,500.00 available from*

*EARCOS WW grant.*

**Per diem for lodging and meals for three days** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Please include copy of hotel bill*

**TOTAL AMOUNT $\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EARCOS GRANT AMOUNT AS PREVIOUS**

**SPECIFIED $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_**