

LAUSD/UTLA
Joint Salary Point Credit Committee
Checklist of Items to Include When Creating a Flyer

A flyer advertising a Salary Point Project should include all of the following components:

- △ the deadline for registration
- △ the dates of each class meeting
- △ the time(s) of each class meeting
- △ the location(s) of each class meeting
- △ the contact information for the project leader
- △ if there is a fee, what is
- △ the amount, and how should it be paid
- △ the title of the class
- △ a short description of the class
- △ the number of salary points
- △ to be awarded (pending approval)
- △ the expected audience (what grade level or
- △ subject matter teachers is the class so
- △ useful for)
- △ the maximum enrollment
- △ any other useful information about the class

Whenever you are approved for the course, please send in the flyer:

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