**HPDC Professional Development Tracking Sheet – School Treasurer**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ License Expiration Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Contact Hours**

Standards for Professional Development:

* 1. Leadership: School treasurers participate in a leadership role within the district.
	2. Financial Management: School treasurers demonstrate a clear understanding of financial resources and manage those resources in collaboration with the board of education and district leadership.
	3. Facilities, Property and Capital Asset Management: School treasurers provide fiscal leadership in the management of capital assets and support services.
	4. Communication and Collaboration: School treasurers communicate and collaborate effectively with the board of education, district leadership and stakeholders.
	5. Professionalism: School treasurers are committed to a high level of professionalism in their conduct and adhere to established ethical standards.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Contact Hours Awarded** | **Professional Development Activity** | **Standard****1** | **Standard****2** | **Standard****3** | **Standard****4** | **Standard****5** | **Which goal(s) does this meet on your IPDP?** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **Date** | **Contact Hours Awarded** | **Professional Development Activity** | **Standard****1** | **Standard****2** | **Standard****3** | **Standard****4** | **Standard****5** | **Which goal(s) does this meet on your IPDP?** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **TOTAL Contact Hours** (front & back)