**LWB and DAH Professional Development Award Rubric**

**Professional Development Activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Points Awarded** | **8-10 Points** | **5-7 Points** |  **2-4 Points** | **0-1 Point** |
| **Description & Justification****\_\_\_\_\_\_\_** | A detailed **description** of the PD is included as well as **rationale** and **anticipated professional impact.** | Description and explanation are evident but need more explanation of one or both. Anticipated professional impact is evident but insufficient. | Details to understand the PD are not evident. Description does not include professional impact. | Description, rationale, and/ or anticipated professional impact are not included. |
| **Budget****\_\_\_\_\_\_** | All **expenditures** are listed in **detail** and appropriate for attendance at professional development activity. **Other sources** of financial support are included. | Expenditures are listed but details are insufficient. Little preparation and/or research are evident. Other sources of financial support are listed | Either expenditures, research and/or other sources of financial support are not included.  | Expenditures, research, and other financial support are not included.  |
| **Dissemination of Information**  | **Audience, method**, and **duration** of sharing of PD activity information is completely detailed and appropriate for award. | Audience, method, and/or duration of dissemination of information is included but not fully detailed. | Audience, method, and/or duration of dissemination of information is not included. | Plan for dissemination of information is not included.  |

**Participation Without Funding: \_\_\_\_\_ Yes \_\_\_\_\_\_ No**

**Previously Awarded: \_\_\_\_\_Yes \_\_\_\_\_Year \_\_\_\_\_No**