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PTWO-Push the Word Out Publications

CEO/Founder- Patricia L. Downes-Morris, Ed.D.

Professional Development Training, Leadership,

Grant Writing/Self-Publishing Referral Services

Policy, Guidelines & Purpose

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About PTWO-Push The Word Out Publications Company

PTWO- Push the Word Out Publications is an educational consulting/leadership training, Grant writing, and publishing referral service company. PTWO-Push The Word Out Publications is an independent organization, which offers professional training, leadership services, grant writing/research, consulting, self-publishing, private tutoring K-College, and writing services.

PTWO created by Dr. Patricia L. Downes-Morris, consultant, educator, writer/author, and publisher, from her book series entitled, PUSH! A Victory Story, a story about her life. Dr. Morris wanted to provide Professional Development training to educational institutions, businesses, churches and individuals with leadership training, self-publishing, writing, and referral services to enhance their present establishment needs.

Mission Statement: To Produce Excellent, Organized and Highly Qualified business relationships, committed to the development and collaboration of teaching and learning in any organizational environment.

Vision Statement: To Restore the Respect, Trust and Loyalty to educational, business, (Non- Profit & For-Profit) ministerial, instructional staff and to restore professional staff growth in various positions within the school district, businesses, churches, individuals, and community organizations.

Core Values

- Integrity
- Respect
- Trust
- Legal moral behavior
- Accountability

Multicultural and diversified personnel who have integrity, ethics, respect, legal moral behavior, and accountability to educational rules, laws and procedures should apply. Individuals must participate in an FBI and CIA and local background checks, fingerprinting and provide PTWO with five accepted references.

Key Principles of Training

1. *Accountability*
2. *Collaboration*
3. *Flexibility & Time Management*
4. *Organization/Teaching*
5. *Professionalism*

Our Purpose

The purpose of this organization is to assist other organizations, profit and non-profit, with professional development seminars and training, Grant writing/proposals, business plan-writing, and publishing referral services and tutoring courses.

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PTWO-Push The Word Out Involvement Policy

Effective: June 30, 2013

In an effort to provide excellence in training, grant writing, business plans, and other referral services, PTWO-Push the Word Out Publications has set forth the following policy and procedures for those joining and contracting with PTWO-Push The Word Out Publications.

Contracts/ Applications

Persons desiring to apply for any contracts or applications offered by PTWO-Push The Word Out Publications must provide current and accurate information.

Some courses are but not limited to: **American Sign Language, (ASL), Spanish 1-4/ Math, General Algebra, Geometry, English Language Arts, Science, Social Studies, Technology, organization skills, curriculum strategies, common core, RTI strategies, cooperative learning teams, differentiated instructional strategies, behavioral management, classroom management skills, professional learning teams, grant proposal, and personal writing, publishing, how to begin performing arts groups and general educational course curriculums.**



1. All coursework participants and clients, must fill out a Coursework Involvement Application upon registering for any course or service.
2. All coursework participants and clients, must comply with all copyright codes. No materials can be copied without the express written permission from PTWO Publications/C/o owner, Dr. Patricia L. Downes-Morris.
3. PTWO will provide seminar and training to Non-Profit Organizations, For-Profit Organizations, School districts, individual schools, charter schools, private schools, and other companies who need staff training and education.
4. All participants must be on time for all courses and appointments for consultation. (e.g. online video conferences available.) If participant (s) is (are) absent or late for more than two scheduled appointments, cancellation of their application will be warranted.

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PTWO- Involvement Application

Date: _____

For Grant Writing Clients ONLY:

Company Name/Business /Non-ProfitAffiliation _____

(Print Please) EIN# _____

Address: _____ Website _____

Phone number _____ (h) _____ (c)Email: _____

Mark Best Time for contact _____ Day _____ evening _____ other/email _____

For Tutoring Clients ONLY:

Name: (Parent/Guardian) _____

Student Name: _____

Address: _____

Phone number _____ (h) _____ (c) _____

Courses

Expected _____, _____, _____, _____,

Mark Best Time for contact
_____ Day _____ evening _____ other/email _____

Authorized Signature _____

For Authors ONLY:

Name _____ Type of Book/Work _____

Address _____ ph# _____

Best Time for contact
_____ Day _____ Evening _____ other/email _____

Authorized Signature: _____

For Business Services ONLY: (Business plans, typing, brochures, etc.)

Name: _____ Business Name: _____

Address: _____ Ph# _____

Website: _____ email: _____

Best Time for Contact:
_____ Day _____ Evening _____ other/email/text msg Yes ___ No ___

Authorized Signature _____

***** Please sign for several services/course if applicable. Forward any application/document via email atpdowmorr@aol.com.**



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