

# REQUEST FOR STAFF DEVELOPMENT FUNDING

Independent School District No. 682

A teacher may submit a request for financial support for staff development activities for the following:

- (a) Programs designed to enhance the implementation of the Minnesota's new Academic Standards,
- (b) Curriculum development that relates to the implementation of the Minnesota's Basic Skills Standards,
- (c) Curriculum development that relates to the implementation of the Minnesota's Comprehensive Assessments,
- (d) Specialized training to acquire professional skills including technology related skills, and
- (e) ~~Technology acquisition that enhances student learning.~~

Whether the request for funds involves an individual teacher or a group of teachers, each teacher requesting funds must submit a separate application form.

1) Name of employee: \_\_\_\_\_ Signed initials: \_\_\_\_\_ Date \_\_\_\_\_

2) Title of activity / project: \_\_\_\_\_

3) Brief description of activity / project \_\_\_\_\_

4) Describe how this request will further (a), (b), (c), or (d) as shown above: \_\_\_\_\_

5) Cost of supplies, materials, or equipment needed for the above activity / project \$ \_\_\_\_\_

5a) If the request for staff development funding is related to the purchase of technology or software... are there any costs beyond the initial costs that are required (eg: annual licensing / renewal fee)? \_\_\_\_\_ If so, what is the Staff Development Committee's response towards meeting these on-going costs? (Failure to address this issue within the staff development budget allocation may result in the cancellation of the request for funding).

5b) If the request for staff development funding is related to technology inservice... Does the existing computer equipment meet the needs for the activity? \_\_\_\_\_ If NOT, what up-upgrades are needed and what are the costs associated with the up-upgrades prior to the staff development activity? What is the Staff Development Committee's response towards meeting these up-upgrading costs? (Failure to address this issue within the staff development budget allocation may result in the cancellation of the request for funding).

6) Site where the Staff Development activity / project will take place \_\_\_\_\_

7) Total hours you will spend on the staff development activity/project at the site: \_\_\_\_\_ hours

8) Are you requesting a stipend or project rate for the proposed time you will commit to the staff development activity or project (circle answer): [No] or [Stipend] or [Project Rate]

Note: The educational project rate is generally used to reimburse a teacher for intensive curriculum development activities requested by the building principal or superintendent or to pay teacher trainers. A stipend is generally used for less intensive staff development activities. The Committee will decide: (a) whether the activity is merited a stipend or educational project rate support, and (b) the amount of financial support. In addition, the school auditor requires that all requests for miscellaneous compensation be submitted to the district office on the green claim form. This application form does not replace the green form. Please attach a copy of this approved staff development request on submission of the green form.

1) Date form was received: \_\_\_\_\_ Committee's action (circle): Approved? Denied?

2) Verification of Committee's action: Initials of immediate Supervisor \_\_\_\_\_ Initials of Chair \_\_\_\_\_

3) Compensation approved by the Committee: Stipend of \$ \_\_\_\_\_ or \_\_\_\_\_ hours of project rate pay.

4) Cost of supplies, materials, and equipment approved by the Committee: \$ \_\_\_\_\_

5) Funding code for expenses (check appropriate box):

Exemplary use of technology: Program 640, Course 128, Finance 307, Object 555

Teacher approved staff development activities: Program 640, Course 130, Finance 306, Object xxx

Teacher approved staff development activities for SPED: Program 420, Course 130, Finance 419, Object xxx

6) Total amount approved. \$ \_\_\_\_\_