

How to Request PD Funds

PRINT OUT BOTH OF THE DOCUMENTS IN THIS FOLDER ON THE NETWORK.
USE THE CHECKLIST TO MAKE SURE YOU COVER ALL THE BASES:

- *1. Fill out the application for funds. Make sure you get a principal's signature.
- *2. Fill out the registration form for the workshop. Attach it to the Application for Funds page.
Attach the flyer that explains the workshop.
- *3. Fill out the following requisitions and attach them to your other documents. Do not fill out the top right side of these forms, we will do that for you.
 - a. One requisition for the workshop registration.
 - b. One requisition for lodging.
 - c. One requisition for the substitute
- 4. Call the hotel and make room reservations. We will not do this for you. If your request cannot be funded, you can cancel your reservation later. Usually there is a time limit to receive a special rate for events like sponsored workshops. You will be able to get an exact amount to put on your request form. Tell them you will be bringing a tax-free letter with you, it will save us the amount of the state tax.

Ask if they do direct billing. If they don't, find out if they accept Purchase Orders. You may have to pay for the lodging yourself, and then be reimbursed. Either way, make sure you get a receipt and turn it in when you get back.
- 5. Fill out an absence request form and turn it into the office. Please indicate the title of the workshop you are attending in the space for comments. This makes tracking substitutes/workshops easier for MSIP.
- 6. Call Amy to reserve a school car.
- 7. Make sure the secretary got a sub for you. Again, the sub can be cancelled if necessary.
- 8. Once you return, fill out the survey and return it to the committee.

* * * These items need to be given to the Professional Development Committee as one packet. The packet is normally not examined for completeness until the meeting at which it is discussed/approved. If you do not give us everything, you will get the packet back so you can revise and resubmit it. This may result in you not getting your request approved in a timely manner - and thus missing the workshop. * * *

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Checklist for Requesting PD Funds

Your Name _____

Date _____

Title of Workshop _____

Date of Workshop _____

Application and registration filled out.

Principal's signature.

Flyer attached that explains the workshop.

Made hotel reservations. Confirmation # _____

Name _____ Dates _____

Requisitions filled out: Left side complete, **right side blank**. Put each of the following on separate requisitions.

Registration Amount requested: _____

Substitute \$70/day

Lodging Amount requested: _____

Substitute request form given to the office. (Do not give to _____ the committee.)

Reserve a school vehicle.

Make a copy of everything for your records.

