



Professional Development Application

Purpose: To provide staff the opportunity to select professional development activities.

Focus: Proposals may request funds for workshops, conferences, school visitations, or curriculum development. Activities that are designed to strengthen assigned content areas or that are aligned with district goals, action plans, standards, assessment, data analysis, and/or instructional strategies will be given priority.

Eligibility: All Columbia School District staff whose major focus is working with students in the classroom are eligible for professional development activities. Applications must be completed and approved **30 days prior** to attending the professional development activity.

Awards: Applications may be granted based upon the completion of the appropriate procedures, the availability of funds, the focus of the activity, and the applicant's prior awards. Applications may be paid by the district ahead of time whereas some may require the applicant to pay the expenses and submit receipts for reimbursement.

All Applicants: By accepting district funds for professional development, one must agree to present or share with appropriate staff members after returning from an activity. This will be arranged with the building principal and/or superintendent.

PROCEDURE:

Step 1: Complete the application form and obtain the principal's signature.

Step 2: Forward the completed application to the Superintendent by the appropriate deadline. A copy of the application will be returned to you within two weeks of the application deadline along with notification of approval/rejection. Applications received after the deadline will be considered if funds are still available.

Step 3: Attend the activity and complete the planned follow-up, which has been mutually agreed upon between the recipient and principal.

Step 4: Obtain the principal's signature for the follow-up activity and return this application form and **all receipts** to the Superintendent to request the reimbursement you have been awarded. **This must be accomplished within one month of the date of the workshop, conference, or school visitation, or the reimbursement will be forfeited.**

Name of Applicant: _____ Building: _____

Activity Requested: _____ Circle all that apply: Flex PD SCECHs

Activity Location & Dates: _____

Amount Requested: _____

Please be specific and itemize the expenses for which you are requesting reimbursement (registration, travel, meals, hotel, etc.) Also, please indicate which expenses you would be willing to cover if the district can only award a partial grant. **Please attach a copy of the brochure and describe the activity.**

Explain the focus and purpose of your request:

Include how you anticipate this experience will enhance your content area or how it correlates with the Columbia School District mission district goals, action plans, standards, curriculum, instruction, assessment, data analysis, and/or your personal learning goals.

Description and the proposed date of follow-up activity:

(To be determined with your principal and/or Superintendent)

Principal's Signature: _____ Date: _____

FOR ADMINISTRATION OFFICE USE	
Date received: _____	Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied Reason if denied: _____
Amount Approved: _____	Signature of Superintendent: _____

Date of Follow-Up Activity: _____	Principal's Signature: _____