

## **Instructions for Requesting the Use of Staff Development Funds**

1. Staff members that would like to attend a workshop, conference or seminar should first discuss this with and seek approval from their supervisor.
2. Staff members should then complete the form “Request to Use Staff Development Funds”. As part of completing the form, the supervisor should initial the form near the bottom of the sheet to indicate that they are giving approval.
3. If the staff member will be out of school, they need to fill out a leave request in Red Rover for teachers, and Time Tracker for non – teaching staff. The completed form, including information about the workshop, conference or seminar, should be turned in to the Business office so registration, payment and accommodation arrangements can be made (if needed).
4. If the form is incomplete or information about the event is not included, the form will be returned to the staff member with an indication as to what is missing.
5. Unless there are extenuating circumstances, forms will not be accepted less than five (5) working days prior to the event.
6. A school vehicle will be used if one is available.
7. The business office will communicate all arrangements to the staff member.

# Request to Use Staff Development Funds

Name \_\_\_\_\_

Date \_\_\_\_\_

**I am requesting to use staff development funds to pay for the following: Check all that apply**

Conference, Workshop or Seminar Registration

- Name of Event \_\_\_\_\_
- Dates \_\_\_\_\_
- Location \_\_\_\_\_
- Cost \_\_\_\_\_

Lodging

- Name of hotel/motel \_\_\_\_\_
- Address of hotel/motel \_\_\_\_\_
- Number of nights \_\_\_\_\_ x Rate \_\_\_\_\_ (per night) = Cost of lodging \_\_\_\_\_

Substitute Needed and leave entered in Red Rover.

Vehicle requested from Activities Director.

Meals (not to exceed \$45 per day) \_\_\_\_\_

Parking Fee \_\_\_\_\_

**Total Estimated Cost** \_\_\_\_\_

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**My request meets one of the following acceptable uses of staff development funds:**

in-service education for violence prevention programs to help students learn how to resolve conflicts within their families and communities in nonviolent, effective ways;

intended to meet an objective of the district's staff development plans;

PER cycle/curriculum development; \_\_\_\_\_ (designate content area)

other in-service education;

teachers' workshops;

teacher conferences;

the cost of substitute teachers for staff development purposes;

pre-service and in-service education for special education professionals and paraprofessionals; and

other related costs for staff development efforts. Please explain. \_\_\_\_\_

\_\_\_\_\_

I have attached all related information to this form. Yes \_\_\_ No \_\_\_

*For Office Use Only* – Please do not write in this box. This request has been: Approved \_\_\_ Denied \_\_\_

Approval: \_\_\_\_\_  
Principal \_\_\_\_\_ Date \_\_\_\_\_