



Canby School District Certified Employees Non-Credit Professional Development Fund Proposal

“Professional Development” is defined as an experience which contributes to the improvement of instruction, increases staff competency, encourages innovation, and improvement of the institution.

Name _____ Building _____

Phone # _____ Email _____ Date: _____

Title of Workshop _____

Date(s) of Workshop _____ Workshop cost _____

Is a substitute needed? YES NO (\$239.38 per full day) Substitute cost _____

Total mileage _____

*Lodging costs (if traveling more than 75 miles) _____

Total dollar amount requested _____

Paid by Employee submitting for reimbursement* Paid by Building P-Card*

*Please save and submit all receipts per (Employee Handbook Appendix L)- Staff Expense Reimbursement page 36 and Employee Expense Report page 42 to the Canby School District office on return.

Completed and signed Expense Report with receipts attached

Description of Workshop: (Please attach a copy of the workshop flyer or announcement.)

Explain how you will share the benefit of this activity with students and colleagues:

How does this apply to your professional goals and/or an explanation of how this workshop applies to your current teaching position?

Employee Signature/Date

Supervising Administrator Signature/Date

Amount Available _____

Amount Approved _____

HR Approved HR Denied

HR Signature/Date

A completed, signed Expense Report with receipts attached must be submitted for reimbursement.

The following is a list of reimbursable items, as well as any limitations:

- Maximum teacher allocation is \$500 over a 2-year period.
- Substitute costs are reimbursable and should be calculated at \$239.38/day.
- Lodging: Only available when teacher is traveling more than 75 miles each way. (Maximum allocation of \$125/room per night.) A receipt for your individual room cost will need to be submitted to the Human Resources Office at the District Office on return.
- Mileage is reimbursable using the IRS rate.
- If multiple teachers are attending the same workshop, each must submit a separate request.
- If a workshop is available for credit or, at a lesser fee for non-credit, the teacher may choose to use either the Tuition Reimbursement dollars (when credit is awarded) or these PDF funds (when no credit is awarded); but the teacher may not access both pools of funding for the same request.
- Retroactive requests (for events that already took place) will generally not be honored.

Considerations for proposal requests:

1. Number of teaching days absent for professional reasons.
2. Number of staff and students affected.
3. Availability of funds from another source.
4. Method(s) of sharing the benefits of the activity with other staff members.
5. Extent of Professional Development Fund- supported activities during present and past years.
6. Activity is appropriate to current teaching assignment and professional goals.
7. Priority consideration for activities held at nearest available site.
8. The committee will make every effort to balance elementary, middle, high school, and subject/department area requests.
9. Preference will be given to workshops not requiring a substitute.