



PROFESSIONAL DEVELOPMENT

Professional Development Funds are available again this year to provide members with the opportunity to attend courses, conferences, and workshops. Money will continue to be distributed on a first come, first serve basis. **The Guidelines and Procedures listed below must be followed in order to receive your reimbursement. Please read and follow them carefully. No reminders will be sent out to applicants whose paperwork is incomplete.** Applications are now being taken. Simply complete and submit the required information as per the following:

GUIDELINES FOR PROFESSIONAL DEVELOPMENT FUNDS

1. Each member is limited to apply for Professional Development funds once during the school year. **If a member is reimbursed during one school year, that member is ineligible for the next school year.** That member becomes eligible again for the third year. For example: If Joe Smith is reimbursed in the 2010 – 2011 school year, he is ineligible for the 2011 – 2012 school year and becomes eligible again for the 2012 – 2013 school year. **The maximum amount that can be applied for is \$150.00.**
2. The Professional Development Fund will be used to pay for Professional Development courses, conferences, and workshops. The SEA cannot be billed for courses, conferences, or workshops. Payment will be made only directly to members for expenses **incurred.**
3. Members will be reimbursed on a first come, first serve basis as long as there is money available for these purposes.
4. Expenses up to \$150.00 may be covered. This includes registration fee, lodging (conference distance of at least 50 miles), meals (\$10.00 cap on lunch, \$25.00 cap on dinner), gas mileage (.51 per mile) or special transportation. **Expenses not initially applied for or not accompanied by receipts will not be reimbursed.** Expenses must be reasonable and necessary.
5. **In the event you cannot use the funds for which you have been approved, please notify the SEA office at 782-8300. Failure to do so will result in ineligibility for the following school year.**

SAVE FOR FUTURE USE

REIMBURSEMENT PROCEDURES FOR PROFESSIONAL DEVELOPMENT FUNDS

1. The **Application Form** must be completed and submitted with a syllabus, brochure, or conference write up attached. **This may be submitted before or after the course, conference, or workshop.** If submitted before, the member will receive a response indicating whether or not there is money available in the account to cover expenses. All known eligible expenses up to \$150.00 will then be guaranteed if there is money still available.
2. The **Request for Payment Form** **WITH RECEIPT(S) SHOWING THE DOLLAR AMOUNT PAID** must be submitted **within 30 days** after attending the course, conference, or workshop. **The form(s) and receipt(s) must be received one week prior to the last day of school or they will not be processed.**
DO NOT USE INTEROFFICE MAIL.
3. **In the event you cannot use the funds for which you have been approved, please notify the SEA office at 782-8300. Failure to do so will result in ineligibility for the following school year.**

Patricia Sullivan
Professional Development Chairperson

APPLICATION FOR PROFESSIONAL DEVELOPMENT FUNDS

To insure funds are available, submit prior to attending course conference, or workshop with course description, syllabus, or conference brochure.

Applicant _____ Home Phone _____

Home Address _____

City _____ State _____ Zip _____

Name of Course or Conference _____

Location _____ Date of Conference _____

Name of Group Sponsoring Course or Conference _____

Registration Fee \$ _____

Please indicate with a check mark any additional expenses you intend to seek reimbursement of and the amount if available.

SAVE FOR FUTURE USE

_____ Meals \$ _____

_____ Lodging \$ _____

_____ Mileage \$ _____
(.51 x # of miles)

_____ Transportation Expenses \$ _____

\$===== TOTAL Reimbursement Requested from SEA
(Maximum amount is \$150.00)

Course descriptions, syllabus, or conference brochure MUST be attached to this application form. Remember to **SAVE YOUR RECEIPTS.**

Please return to:

Professional Development Committee
Springfield Education Association
1000 Wilbraham Road
Springfield, MA 01109

DO NOT USE INTEROFFICE MAIL

REQUEST FOR PAYMENT OF PROFESSIONAL DEVELOPMENT FUNDS

Submit only after attending course, conference, or workshop with
receipt(s) showing the dollar amount paid.

(Application for Professional Development Funds MUST be submitted prior to or with this Request for Payment)

Date _____

Applicant _____ Home Phone _____

Home Address _____

City _____ State _____ Zip _____

Name of Course or Conference _____

Receipt Attached Yes **(Do not submit without receipt(s) showing the dollar amount paid)**

Evaluation of Course or Conference

Content Area: _____

Grade Level: _____

Type of Presentation: (Practicum, lecture, discussion, hand-on, etc.)

On a scale of 1 – 5, rate the conference.

1 2 3 4 5

Poor Excellent

Would you recommend this course or conference to other educators? Why or why not?

If you care to do so, an article about the conference for the *Springfield Teacher* would be appreciated.

Please return form(s) to: Professional Development Committee

Springfield Education Association

1000 Wilbraham Road

Springfield, MA 01109

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INTEROFFICE MAIL**

**DID YOU REMEMBER TO ATTACH YOUR RECEIPT(S)?
A RECEIPT MUST SHOW THE DOLLAR AMOUNT PAID.
A BROCHURE OR CERTIFICATE OF ATTENDANCE IS NOT A RECEIPT.**