## STAFF DEVELOPMENT FUND REQUEST FORM

Person(s) /Occupation Attending:			
1.			
2.			
3.			

Underline One: Licensed Staff Non-Licensed Staff

## Circle which Staff Development fund this activity will be charged to:

Individual (Elementary UFARS: #01-100-640-306) OR (H.S. UFARS: #01-300-640-306) (circle one)

Workshop Title	Today's Date	
Location	Date of Workshop	

Which Staff Development Goal does this activity meet? #\_\_\_\_\_. (see Staff Development Handbook)

How?\_\_\_\_

Costs	Estimated Costs	Actual Costs
Registration		
<b>Transportation-</b> \$0 (Must take a school vehicle.)		
Substitute-(\$150.78/Day Licensed) (\$15.67 /hour Non-Licensed)		
Lodging -(Reasonably priced)		
Meals- (\$40.00 maximum -\$10-Breakfast, \$10-Lunch, \$20-supper)		
Parking		
Other (Please specify)		
Total		

Building Principal and Staff Development Chair's signatures are needed for workshop approval.

 Building Principal
 Staff Development Chair

Attending District Funded Workshops Procedure:

- 1) Fill out the top part of this form.
- 2) Procure all necessary signatures.
- 3) Attend the workshop.

4) Within one week, you fill in "Actual Costs: side of this form, using your receipts. Make two copies of completed form. Keep one copy for your file and give one with the receipts attached to the building principal, who will then forward the form and the receipts to the District Office.

5) Within one week, fill out the <u>Staff Development Evaluation (Appendix B)</u> and return it to the building principal. (*Revised 9/17*)