

STAFF PROFESSIONAL DEVELOPMENT REQUEST PROCEDURES

Current Professional Development Chair:

To apply for a mini-grant, staff members should complete the Staff Professional Development Request Form (online and linked below). The Professional Development Committee will then review it. Funds will be awarded on a rolling basis, and proposals will be accepted if funds are available.

- Complete the [application form](#) and attach supporting documentation, including an acceptance letter or invitation to speak for conference presentations. Allow at least four (4) weeks for processing. (Keep a copy of the request for your records)
- The Professional Development Committee will obtain the supervisor's approval and then meet to review the request.
- The Professional Development Chair will contact the requestor with the committee's decision by replying to the submitted application.

IF APPROVED:

- The requestor will complete a P.O. for the entire amount of the approved funding, attach the approved application, and submit it to the Professional Development Chair for account number and signature.
- If the total is \$500 or over, council approval is also required on the P.O.
- The Professional Development Chair will submit the completed P.O. with documentation to the Business Office for assignment of the P.O. number.
- Once the P.O. number is assigned, the approved P.O. will be emailed to the requestor.
- As funds are required, the requestor will prepare a check request complete with the Professional Development Chair's signature. Council approval will also be required if the total is \$500 or over. Note the P.O. number on all requests.
- The requestor submits the completed check request to the Business Office for processing.

ADDITIONAL INFORMATION:

- Keep track of all receipts as proof of expenses.
- Advance check requests will require original receipts upon return from the trip.