

A&S
PROFESSIONAL DEVELOPMENT FUND

Guidelines:

1. According to the Master Agreement: “there shall be a fund equal to \$250.00 times the number of employees in the unit”. A professional development approval committee will be established each year with representation from each level.
2. **Effective July 1, 2009, Carroll County Public Schools will deny requests for out-of-state professional development activities. Therefore, only requests for professional development activities in state will be considered for funds.**
3. There is a limit of one workshop or conference **every two years** with a **maximum** reimbursement of \$1500.00. If expenses incurred are higher than the requested amount, the member will be responsible for either paying out of pocket, or using another source of funding.
4. Applications are submitted to the A&S Professional Development Committee for screening. Funds will be approved in two phases. 50% of funds will be reserved for phase one and 50 % of funds will be reserved for phase two.
 - Phase One: Applications for conferences scheduled between July 1 and October 30 must be submitted between May 1 and August 1.
 - Phase Two: Applications for conferences scheduled between November 1 and June 30 must be submitted between August 15 and November 15.
 - Requests will be reviewed monthly. Requests received prior to 15th of each month, will be reviewed during that month’s meeting. Requests received after the 15th of each month, will be reviewed at the next meeting.
5. Approvals will be made based on established order of priority. (See below)
6. If funds remain after November 15, information will be sent to all members and additional requests can then be submitted.
7. Funds may be used for conference registration fees, transportation, lodging, meals, and miscellaneous costs (tips, parking, etc.). Itemized receipts must be submitted for transportation, lodging, miscellaneous and registration fees. Meal allowances of \$45 per day will be paid in advance if requested. Members should adhere to the travel guidelines outlined in the CCPS policy book (GEN 46.1).

Procedure for Requesting Funds:

1. Complete a Professional Development Fund Request Form, sign it and have it signed by your immediate supervisor. Submit the completed application to the committee for approval (send to **Irene Hildebrandt, Supervisor of Media.**)
2. If the request has been approved the form will be forwarded for the remaining necessary signatures. Once all signatures are completed, the form will be returned to the A& S committee.
3. The A&S committee will distribute the approved form as follows:
 - Original to Finance
 - Copy for A&S Professional Development Committee
 - Copy for member’s records

4. If the request is denied, a copy of the form will be returned to the member and to finance. The original will be held by the A&S committee.
5. Conference Registration: *Once approved*, the member can register for the conference. A completed conference registration form and conference agenda must be submitted along with a check request. If the fees are being paid by procurement card, a copy of the registration form and conference agenda must be submitted to finance.
6. Whenever possible, the CCPS procurement card should be used to pay for expenses.
7. A separate check request for the meal allowance must be submitted to finance. A check for the full meal allowance will be issued **2 weeks** prior to the conference. ([Check request](#))
8. Upon completion of travel, requests for expense reimbursements should be outlined on the Travel Reconciliation Worksheet and submitted, along with a check request and receipts, to A&S Committee for approval. All documentation will then be forwarded to Ann Mertens in Finance for processing. **If expenses have been charged to a procurement card then it is necessary for the credit card journal form to be submitted for approval instead of the check request form.** ([Travel Reconciliation form](#))
 - Note: Only the requested amount will be eligible for reimbursement. If the actual amount spent exceeds the requested amount, the difference will not be eligible for reimbursement. Members will be responsible for paying for the difference out of pocket, or from another funding source. If the actual amount is less than the requested amount, the difference will be returned to the fund.

Note: All forms can be accessed on the intranet:

<http://www.carrollk12.org/admin/financeservices/financialforms.htm>

Priority for Using the Professional Development Fund: (See explanation below)

1. Member with no prior use of funds.
2. Member who did not use funds the previous 2 years.
3. Member presenting at a national or state conference.
4. Member who used less than \$300 the previous year.
5. If funds remain after November 15, all members are eligible to apply.

Please note – the Professional Development Fund is not the only source of funds for A&S members to attend conferences. Funds may also be available from the member’s cost center or other sources.

Professional Development Committee Members 2009-2010

This committee is seeking additional members to serve for two years. Please email Irene Hildebrandt if you are interested in filling any of the openings.

Irene Hildebrandt, A&S Treasurer and Professional Development Committee Chair

Linda Selby, Middle School Representative

, Elementary School Representative

, High School Representative

, Central Office Representative

Barb Bankard, Member at Large