

Instructions for Staff Development/Professional Growth Form & Stipend - Check Request Form

Attending a Workshop:

- ✓ Complete *Staff Development/Professional Growth Request* form and *Check Request* form.
- ✓ Complete workshop registration form. **Make sure all required elements are filled in.**
- ✓ Include a check for 25% of the payment made payable to *Ind. School District 885* if you are taking the workshop for college credit.
- ✓ If you pre-paid for the workshop personally, also submit proof of payment **and** a copy of the registration form (see below for allowable proof options).
- ✓ After completing and attaching all necessary forms, submit them to your Site Staff Development chairperson or Professional Growth rep prior to the monthly scheduled meeting for their approval and coding.

Note: Pre-payment is not guaranteed reimbursement if using site staff development/professional growth dollars without prior approval.

Subscription or Membership:

- ✓ Complete *Staff Development/Professional Growth Request* and *Check Request* form.
- ✓ Complete subscription or membership registration form. **Make sure all required elements are filled in.**
- ✓ If you pre-paid for the subscription or membership personally, also submit proof of payment **and** a copy of the subscription/membership form (see below for allowable proof options).
- ✓ After completing and attaching all necessary forms, submit them to your Site Staff Development chairperson or Professional Growth rep prior to the monthly scheduled meeting for their approval and coding.

Note: Pre-payment is not guaranteed reimbursement if using site staff development dollars or professional growth without prior approval. Payment requests for subscriptions/memberships will be processed on the board meeting dates.

Request for Materials (books, etc.):

- ✓ Complete *Staff Development/Professional Growth Request* and *Check Request* form.
- ✓ List the description of the request with the address to send payment. **Make sure all required elements are filled in.**
- ✓ If you pre-paid for the material personally, also submit proof of payment (see below for allowable proof options).
- ✓ After completing and attaching all necessary forms, submit them to your Site Staff Development chairperson or Professional Growth rep prior to the monthly scheduled meeting for their approval and coding.

Note: Pre-payment is not guaranteed reimbursement if using site staff development dollars or professional growth without prior approval.

Payment of Mileage:

- ✓ If your site staff development team approves payment of mileage, you will need to complete a *Stipend - Check Request* form and submit the form **after** the workshop/class you attended.

- ✓ After completing the form, submit them to your Site Staff Development chairperson prior to the monthly scheduled meeting for their approval and coding.

Note: Mileage will not be paid for professional growth requests. Mileage is estimated to/from your building site, not from home.

Stipend (extra working hours):

- ✓ Complete the *Stipend-Check Request* form. This form is used for extra **authorized** hours worked past your scheduled hours. Curriculum hours need the approval of the Director of Curriculum; Staff Development hours need the approval of the site team or Professional Growth rep. Stipends for certified staff are \$20 per hour and \$13 per hour for support staff.
- ✓ Submit the form to your Site Staff Development Chairperson or Professional Growth Rep prior to the monthly scheduled meeting for their approval and coding.

These items qualify as proof of payment:

- ✓ A copy of the front and back of the canceled check. Or a copy of the check before it is sent plus a copy of the bank statement showing that the check has cleared.
- ✓ A copy of a credit card statement showing the payment.
- ✓ A receipt with dollar amount paid.
- ✓ Certificate of completion **plus** registration material that shows cost of workshop.
- ✓ Copy of grades/transcripts **plus** registration material that shows cost of class.
- ✓ Online ordering: we need a printed copy from the vendor confirming your order and showing a payment transaction was completed. We cannot accept just an order confirmation or screen printed copy of your order. Most online companies will send you an email confirming your order and credit card transaction.

Note: The Staff Development/Professional Growth Request and the Stipend-Check Request forms both need to be submitted to your Site Staff Development or Professional Growth team for approval.