

Classified Professional Growth

**Request Form
for Professional Growth Funds**

Approved _____

Not Approved _____

Name _____

Position/Location _____

Today's Date _____

Date of Event _____

Purpose For Request:

Include title of event, or name and reason for the consultant. Include a statement of what professional or personal skills you will be addressing. It will be most helpful if you attached a flyer of the event or a description of the course:

Identify reimbursement amounts:

Inservice/Conference/Workshop
Training Session Fee \$ _____

Course Registration \$ _____

Total \$ _____
(Not to exceed \$275.)

Supervisor's
Signature _____

Date _____

Please submit the following items to:

Rita Garcia, Human Resources
ritagarcia@rowlandschools.org
(626) 854-8337

1. Completed application. (Submitted two (2) weeks prior to the event or course.)
2. An original receipt showing payment for the class or seminar.
3. Verification of completion of the class or seminar.

Verification includes:

Classes: A report card showing a grade of "C" or better.

Seminars: Certificate, agenda, conference materials, parking receipt.

Note: Maximum amount for reimbursement is \$275 per fiscal year (July 1 - June 30)



**Classified Professional
Growth Committee**

Promoting Life-Long Learning



Rowland Unified School District

Classified Professional Growth Committee

Guidelines for Requesting Professional Growth Funds

Following are the guidelines for Classified Employees to follow in being considered for professional growth reimbursement funds.

Inservice/Conference/ Workshop/Training Session

In requesting reimbursement for attendance at any of these events, the employee must complete the reverse side and state the purpose for the request. The conference title must be included, and it would be helpful if a flyer of the event was attached to the request form. Also, the employee must state what he/she hopes to gain by attending the event. It must be related to the employee's current job, or be related to another position within the District.

Personal growth may also be considered, but it must be related to enhancing those skills that would enhance the employee's performance. In order to be considered for approval, the employee must submit the request form at least two (2) weeks prior to the event.

School Registration

The employee may request reimbursement for registration for a class taken at an accredited school/junior college/university provided the employee completes the course and passes with a "C" or better. Prior to enrolling, the employee must submit the request form and receive approval. The class must be related to the employee's current position, or be related to another position in the District.

Department or Group Consultant

A department or group in a division may request funds to pay for the services of a consultant. The purpose must meet an expressed need by the participants, and be related to their current jobs or related to working conditions/relationships. Supervisor permission must be obtained, and an Independent Contractor form must be completed and approved by the division head.

Funding

Employees interested in requesting professional growth funds will be permitted one approved request during the current school year the request is made. Employees seeking funds for events July 1st and during the summer may request funds in June. The maximum amount for any one request for events and course reimbursement will be \$275.00. The requests will be handled on a first-come first-served basis, and the Committee will continue to fund requests until the funds are depleted.

The Committee determined that, to have enough funds to cover conference fees, certain items will not be funded. Those items are: substitute costs, travel/mileage costs, books, meals/materials (unless the cost is included in the registration fee) or parking fees.

Requests for consultants will be up to \$500.00 for ten (10) or less employees; and \$1,000.00 for more than ten (10) employees. The request must be approved by the division cabinet member.

Process

An employee seeking reimbursement for funds must submit the form at least two (2) weeks prior to the event or course. The employee will be notified that we have received the request for professional growth funds.

Prior to reimbursement of professional growth funds, we must receive:

1. The original receipt showing payment for the class or seminar registration.
2. If attending a class, the report showing a grade of "C" or better.
3. If attending a seminar, verification of attendance such as hand-outs, certificate, parking receipt, agenda, etc.

This information should be sent to **Rita Garcia, Human Resources. (626) 854-8337**
ritagarcia@rowlandschools.org

If funds for a consultant have been requested and the request is granted, the supervisor must next complete an Independent Contractor form for approval. Once approval has been obtained, an invoice from the consultant will need to be sent to **Rita Garcia in Human Resources** after the services have been rendered.

