

BENICIA UNIFIED SCHOOL Staff Development- Funding Request Application

- The Peer Assistance and Review (PAR) Joint Panel will consider funding proposals (not to exceed \$500).
- Funding will not reimburse for any capital equipment items (i.e., computers, printers, digital cameras, etc.)
Please see Staff Development Guidelines.
- List funding requests with estimated costs. Please be sure to estimate mileage, meals, and lodging costs.
- Attach support documents and receipts with a copy of your Staff Development Request to this application, and submit the packet to Lynn Hannafin , Curriculum Office, District Office.
- The Panel will review your application and you will be notified.

ALL FUNDING REIMBURSEMENT REQUESTS (USING THE DISTRICT'S CLAIM FOR REIMBURSEMENT FORM) MUST BE RECEIVED BY May 2011.

Teacher: _____

School _____

Category	Description	Actual Cost
Substitute - \$125/day (Pre-approved)		\$
Conference(s) {Attach flyer(s)}		\$
Lodging/Meals		\$
Mileage (Estimate total mileage and multiply by \$0.50.)		\$
*Other		\$
Shipping Cost (If applicable)		\$
Tax (If applicable)		\$
TOTAL (Not to exceed \$500.)		\$

Teacher Signature _____ Date ____ Principal Signature _____ Date _____

Did you:

- ✓ Complete name, site, and assignment?
- ✓ Describe purpose of activity?
- ✓ Complete funding request?
- ✓ Sign and date the application and obtain principal's signature?
- ✓ Attach copy of workshop flier and registration form?

Upon completion of project, request reimbursement by completing the PAR Expense Form. *This form can be found at mybta.org or beniciaunified.org. Attach verification of completion or attendance and cash or credit card receipts. Submit this form with a copy of your original Staff Development Request to Lynn Hannafin, Curriculum Department, District Office.*

For PAR Joint Panel Use Only	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Date _____	

BENICIA UNIFIED SCHOOL DISTRICT
Title II Staff Development Application Form

Name _____ Site _____ School Year: _____

Teaching Assignment _____

Please read:

***THIS FORM IS NOT CONSIDERED COMPLETE UNTIL IT HAS BEEN REVIEWED
AND SIGNED BY YOUR ADMINISTRATOR.***

The purpose of staff development is to enhance professional technique on instructional skills, classroom management, subject matter and/or related aspects of teaching, or administration.

Title II monies can be used by teachers and administrators to fund staff development workshops, special projects, conferences, seminars and other approved programs that address the California Teaching Standards listed below. Title II will not fund equipment or coursework for salary scale advancement, tuition, or certification.

Applications will be accepted continually throughout the school year with monthly notification of approvals. Reimbursement will be upon verification of completion. Submission of Staff Development Expense Form, receipts, and verification of attendance are needed for reimbursement. Applications for approval of summer workshops must be in the District Office by May 2011 for reimbursement by September 2011.

Thoroughly complete this application, sign, and forward to *Lynn Hannafin*, Curriculum Department, District Office. In addition, you must complete and submit a “Staff Development – Funding Request Application.” Please attach special project outline, workshop brochures, class schedules, or flyers.

My Staff Development Activity addresses the following Standard(s):

- _____ Standard I – Engaging and Supporting All Students in Learning
- _____ Standard II – Creating and Maintaining Effective Environments for Student Learning
- _____ Standard III – Understanding and Organizing Subject Matter for Student Learning
- _____ Standard IV – Planning Instruction and Designing Learning Experiences for All Students
- _____ Standard V – Assessing Student Learning
- _____ Standard VI – Developing as a Professional Educator

Purpose of Staff Development Activity or Special Project: _____

How will this activity apply to the classroom? _____

