

EXHIBIT A

Siuslaw School District 97J
Classified Request for use of the Education Fund

Name:

Academic Year:

School:

Department / Area:

Career Development Plan: What are the goals of your plan? How does this plan increase your effectiveness in your position? Does this plan help to move you to another job classification?

Proposed Activities: Clinics, Workshops, Seminars, Trainings or Courses – please list

Approval of Career Development Plan & Proposed Activities

		Initials	Yes / No	Date
Step 1	Immediate Supervisor –			
Step 2	Union Education Fund Development Committee			

Once approval by both the Immediate Supervisor and the Union Education Fund Development Committee is granted, please forward your form to the District Office for further processing.

Registration for Clinics, Workshops, Seminars or Trainings – The District will submit registration for clinics, workshops, seminars and trainings provided that the plan is received in time to meet the ‘early registration’ discount associated with most educational activities. *Please make sure to include a completed copy of the registration form specific to the training and any additional cost estimates for travel, lodging and / or meals.*

Clinic/Workshop/Seminar/Training Registration – Purchase Order Information

Vendor Name:

Vendor Address:

City, State, Zip:

Phone:

Date of Clinic:			Location of Clinic:	
District Car Available:	Yes – No	\$0.300 / mile	Lodging – Overnight Stay:	Yes – No
Personal Vehicle:	Yes – No	\$0.300 / mile	Lodging – Estimated Cost:	
Round Trip Mileage:			*Lodging Cost Estimate:	
Vehicle Cost Estimate:			*Hotel Reservation Sheet	Yes – No

Meal Counts:	Breakfast _____	Lunch _____	Dinner _____
#Reimbursable Amount:			
Estimated Meal Total:			
Meal Cost Estimate:			

#Any meals included with conference or training registration are not reimbursable.
Itemized receipts are required for meal reimbursements; any alcohol items on your receipt will render the entire meal ineligible.

Total Cost Estimate for Training: Registration, Vehicle, Lodging & Meals \$ _____

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Tuition / Course Reimbursement – All registration and college enrollment for college or university level courses contains personal information and must be completed by the applicant. **Tuition costs are not prepaid by the District.**

Reimbursement for collegiate or university tuition fee courses will be paid after submission of a grade report noting satisfactory completion (grade marks of A, B, C, P, or CR) and a statement from the school registrar showing either an outstanding tuition balance for the course or a payment for the tuition of the course. *The District does not reimburse for student body fees, text books, parking permit fees, etc. typically associated with collegiate or university enrollment.*

Reimbursement Notes

Grade Card or Transcript Received: Yes – No

Student Account Statement – Tuition Paid / Due: Yes – No

Qualified Amount for Reimbursement: \$

Date Check Issued: / /

Check Issued by:
