# PROFESSIONAL DEVELOPMENT FUND GUIDELINES

Dear Colleagues,

The Professional Development Fund Committee would like to ensure that all MCTA Teacher members in good standing understand and adhere to the guidelines for requesting a grant from the Professional Development Fund. The following guidelines must be followed.

1. **Three (3) copies of the application, and three (3) copies of all supporting documentation for your category, must be submitted in person to the MCTA office. The application and the supporting documentation must be collated and stapled. There must be 3 of these sets.** You will be asked to sign a log-in book when it is handed in. Please come during office hours.
2. Applications for categories 1, 2, 3 are due by the 15th of every month for

courses that start the following month. If the 15th of the month falls on a weekend or holiday, the deadline will be on the first day that school resumes after the 15th of the month. (Deadlines for categories 4 and 5 are listed at the bottom of the application.

 3. The **exact** name of the course/conference/workshop must be indicated.

1. 4. The way in which this course/conference/workshop **will affect your**
2. **professional development** **must be explained fully**.
3. **Proof of the course/conference/workshop description must be**

 **submitted**. Please submit copies of the appropriate page from the

catalog/brochure.

 6. **Proof of Cost** for the course/ conference/workshop. No reimbursement of

 course supplies such as books.

1. All PDF **reimbursements must** be **submitted** **no later than 6 months**

**after the course completion date to the District office.**

A copy of the form that you must use is attached to this letter. It is blue colored. **This form must be used for all grants submitted.**

If you have any questions about this process, please call Nancy Houghton at the MCTA office, at 585-4308.

We hope this will make the application process easier to follow. We look forward to granting your Professional Development Fund request.

In Unity is Strength,

The Professional Development Fund Committee

PROFESSIONAL DEVELOPMENT FUND REQUEST FORM

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Category# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Subject/Grade(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Years in District\_\_\_\_\_\_\_\_

Name of Course/Conference/Workshop\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Accredited Institution \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Activity\_\_\_\_\_\_\_\_\_\_\_\_

Relationship of Activity to Your Professional Development \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Cost of Activity: Guaranteed and actual reimbursements will match the amount granted provided all necessary proof is submitted with request for payment.

APPLICANT: ESTIMATED COSTS

Tuition \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Transportation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Lodging \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Meals \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Applies to conferences and travel only.

**DEADLINES**

Categories 1, 2, and 3:

The 15th of every month for the following month: e.g. 8/15 for 9/1 – 9/30

Categories 4 & 5:

12/15 for 2/01 – 5/31

4/15 for 6/01 – 9/30

8/15 for 10/01 – 1/31

CATEGORY DESCRIPTIONS

I – Conferences or Workshops you wish to attend, with no credits received

II – Workshops or Inservice Courses that result in inservice credit

III – College Graduate Courses that result in graduate credit

IV – Travel that relates to your teaching area

V – Curriculum and Inservice Workshop Development for a course that you wish to create, develop, and/or teach.

INFORMATION REQUIRED FOR EACH CATEGORY

I – application, literature relating to conference (including cost information documentation), relevance

II – application, literature relating to workshop or course (including cost information documentation), relevance

III – application, course description, cost information documentation relevance

IV – application, itinerary, letter of intent, relevance, use of activities in the classroom

V – application, relevance of proposed course to student achievement, course outline, breakdown of specific costs expected

YOU MUST SUBMIT 3 COPIES OF YOUR APPLICATION ALONG WITH 3 COPIES OF ALL INFORMATION REQUIRED FOR YOUR CATEGORY*, IN PERSON*, TO THE MIDDLE COUNTRY TEACHERS ASSOCIATION OFFICE, AT: 325 MIDDLE COUNTRY ROAD, SELDEN, NEW YORK.