

Upper Arlington Education Association

Professional Development Funds

Copies of

**Explanation,
Guidelines,
And**

Conference Funds Request form

2019-2020

Keep on file until needed

Please note:

**This year we will not accept any requests for the
following early release dates:**

9/25/19, 4/29/20

The Upper Arlington Education Association

Professional Development Fund

2019-2020

TO: UAEA Members
FROM: Jody Blair, Wickliffe
DATE: August 2019
RE: Funds for 2019-2020

Through our negotiated contract, UAEA has a budget of \$6000 to assist you with professional development opportunities (conferences, workshops, and meetings). Our funds cover **registrations up to \$200** and are processed in the order in which they are received.

Questions?

I can be reached at 487-5150 ext. 6614. Or you can email me at jblair@uaschools.org.

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following early release dates:
9/25/19, 4/29/20**

Guidelines for Professional Development Funds 2019-2020

1. Registration fees are the only fees that will be paid by this fund.
2. A maximum of **\$200.00** will be given to an individual during a school year.
3. Conferences, in which members are required to attend, should be funded by the school board.
4. Members must reimburse the Professional Development Fund for conferences for which they received funds but did not attend. It is the member's responsibility to notify Professional Development Fund Manager, Jody Blair and UAEA Treasurer, Kelli Leinbaugh.
5. If UAEA's treasurer is to pay the registration fee directly to the conference, requests for funds should be received at least two weeks before the deadline for payment.
6. Requests will be funded on a first come, first serve basis according to these guidelines with a maximum of 6 members attending the same conference. (This means that \$1,200 could be used for the same conference and the funds shared by those wishing to attend if more than 6.)
7. Requests to use professional development funds after registering online will be denied if you are not one of the first six to apply for the conference or funds have been depleted.
8. All requests must be made prior to your workshop or conference. We will not grant requests after the fact.
9. Members requesting funds must do so individually. We can not process "group" requests. However, those members who are requesting for the same conference may send all of their individual requests together in the same large envelope with appropriate postage.
10. The Professional Development Fund is set up to pay for conference registrations. Individuals can be reimbursed. The Professional Development Fund can not reimburse district accounts.

Upper Arlington Education Association
Conference Funds Request

2019-2020

Name _____ Date _____

School _____

School email address _____

Home Address _____

Home Phone _____ School Phone _____

Conference _____

Conference city and date(s) _____
(Except 9/25/19, 4/29/20)

Funds requested _____ **(Maximum \$200)**

To whom we should make check payable:

You must send your portion of the payment along with your request if the cost of the conference is over the \$200. Either 1) send the check (**made out to the conference**) or 2) fill out the P.O. portion of the conference registration if it applies (**you must already have the P.O. # before applying**) or 3) fill out the credit card portion if that is your method.

You will need to send:

1. Conference registration form **OR** registration confirmation and proof of payment if you registered online.
2. **Three copies** of the completed Conference Funds Request form.
(A total of three.)
3. **Balance of conference money if the cost is over \$200.**
4. Stamped envelope addressed to the conference. (Please fill out your own return address!)

Return to: Jody Blair, Wickliffe

PLEASE PLAN AHEAD AND ALLOW TIME
FOR YOUR REQUESTS TO BE PROCESSED

Professional Development Funds will be issued to members electronically on or before the closing date of the current application period for online registrations.