

2009-2010 Professional Growth Fund Guidelines

(Provided for Tacoma UniServ Council bargaining unit employees, .5 or higher employed by the Tacoma School District)

The \$150,000 of negotiated Professional Growth Funds for Tacoma UniServ Council employees may be accessed no later than **Monday, August 9, 2010.**

To obtain a Professional Growth Fund packet, go to our website; www.tacomauniserv.org. Click Professional Growth Documents to download/print each sheet.

Early access of the funds (due to potential early depletion) is encouraged through the pre-approval process.

Up to **\$400** per applicant may be accessed to support the cost of **registrations, credits, certification requirements, and clock hours**. The funds may be used to support classroom/building/worksite/District goals, which are directly related to the applicant's job assignment.

PRE-APPROVAL PROCESS:

Complete all application forms thoroughly. Applications may be submitted only **one** time per year. The forms are as follows:

- **Request for Professional Growth Funding** – Include all classes, workshops, conferences for which applicant will request reimbursement. Dates of completion must fall between September 1, 2009, and August 31, 2010. Complete the top portion of the form only and be sure to include activities you anticipate in the future in order to maximize your allocation in the pre-approval process.
- **Professional Growth Plan Form** - This form is for the purpose of accessing funds and is not a part of applicant's current evaluation requirement. Applicant may submit a copy of current worksite Professional Growth Plan.
- **Registration Form(s)** – Please attach copies of registration(s) or agenda(s) for each activity requested. Copies of on-line registration(s) will be honored.

Return the completed packet to the Tacoma UniServ Council office. Applicant will receive notice of pre-approval, generally via email.

HOW DOES THE APPLICANT COMPLETE THE PROCESS AND RECEIVE REIMBURSEMENT?

- **Proof of Payment:** Submit an original receipt to Tacoma UniServ. Acceptable proof of payment per TPS policy is:
 - ~ **Original signed receipt**
 - ~ **Copy of front and back of a cancelled check**
 - ~ **Copy of front of check and copy of your bank statement indicating check has cleared or**
 - ~ **Copy of credit card receipt or statement**
- **Completion of Activity:** Submit a copy of the grade report, certificate of completion or signed Professional Growth Verification form for each activity requested.

If applicant does not attend the activity requested for reimbursement, please notify the Tacoma UniServ Council office as soon as possible. Final processing of pre-approved reimbursement amount will occur when all documentation listed above is received in the Tacoma UniServ Council office.

The following will not be reimbursed: books, materials, substitutes, travel/airfare/ lodging/meals, new curriculum support, building purchase orders and salary.