

Teacher Professional Development Request

This policy applies to teachers with Conditional, Basic, Standard, & Professional Certificates.

Purpose

1. Overseas/domestic travel are encouraged for Conference teachers to enrich their ministry.
2. Seminars or classes that aid in the professional growth of our teachers
3. Technology purchases that will aid teachers in the classroom
4. To encourage continuity of service within the Gulf States Conference

Approved Travel – Approved travel under this policy is defined as any trip which, in the judgment of the Conference Administrative Committee (ADCOM), will tend to enrich the ministry of the teachers making the request for travel allowance under this policy. Such request will be processed through Education ADCOM for approval.

Approved Seminars/Classes – approved seminars/classes would include those which, in the judgment of Education ADCOM, will tend to enrich the professional making a request.

Approved Technology – approved technology would include any technology, in the judgment of Education ADCOM, that will tend to enrich the program in the classroom

Policy Provisions

1. The Gulf States Conference will appropriate funds when available for this policy by placing in an allocated function annually an amount that from experience will cover the needs. These funds do not accrue to the credit of the individual worker but they represent a reserve fund from which approved travel or seminar fees may be paid. Access to draw from these funds is contingent on budgetary and cash flow considerations.
2. Each professional, for the years of service, is to draw from this fund as a reimbursement of expense annually for continuous service within the Gulf States Conference.
3. It is the responsibility of the professional to take advantage of the enrichment program during his/her employment within the Gulf States Conference. In the event the professional accepts work outside the Gulf States Conference, he/she is no longer eligible to draw from this fund.
4. Professionals are eligible for enrichment funds in the calendar year in which they begin employment. If a professional terminates employment before the end of a calendar year for which he/she received enrichment funds, these advanced funds will be deducted from his/her final payroll check.
5. The maximum allowance available under this policy will be the accumulation of 5 years' allowance. After a professional takes advantage of this policy, he/she will once again become eligible to draw from the fund as a result of continuous service.
6. Time spent in connection with overseas travel under this policy will be vacation time.
7. The appropriation to the professional is based on vouchers submitted to the Gulf States Conference.

Trip, Conference or Activity you are participating in:

What are you hoping to learn from your participation that will enhance you professionally?

When will you be taking this trip or participating in this activity?

What is the duration of the event?

Where will this trip or activity take place?

Conference Office of Education (circle one)	Approved	Denied	Modified (see letter)
Date	_____ Superintendent's Signature		

