

REQUEST for FUNDS FROM the PROFESSIONAL DEVELOPMENT POOL

The district will maintain a pooled fund of \$ 4,000 for certified employees to participate in professional development that addresses the District's and the School Improvement Team's goals and vision statements and that is related to the employee's job assignment (RCW 28A.415.023). Priority for these funds will be for certification, advanced degrees and additional endorsements. Certified employees may request funds from this pool accordingly. The pooled funds will be replenished annually to the \$4,000 level. These pooled funds will be administered by a professional development committee of at least two members appointed by the Association and one district administrator. The professional development committee will use a consensus model to prioritize their use.

Name of Requestor: \_\_\_\_\_ Date \_\_\_\_\_

Have you utilized all of your individual professional development funds? YES NO  
(In order to qualify, you must have used all your funds from your individual PD.)

Purpose of the request (i.e. tuition, conference fee, travel cost)\_\_\_\_\_

Expected Outcome \_\_\_\_\_

Amount of Request \$ \_\_\_\_\_

Please turn this request for Certificated Prof Dev Funds into the OEA president or building principal for committee review.

This request has been Approved by the Prof Dev committee on Date:\_\_\_\_\_

This request has been denied because: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Account #0100 31 7330 000 3013

**Upon Approval:**

Please submit this original approved form along with the Reimbursement Request Form and Receipts of payment.