

Committee members:

Debbie Barnes, Para educator

Donna Benson, Secretary

Shannon Minnihan, Food Service

**The Money:** Through SEIU bargaining, the District agrees to provide to Classified staff

\$10,000 for the life of the contract to be used for job related professional development.

This fund has nothing to do with the stipend monies that the district allots each employee.

**The Classes:** The classes that you take would be anything that applies to your job. This

may include dues or publications that have a direct relation to information about your job

or job duties.

There is a limit of \$250.00 per application, or \$300.00 per person. The money is split by

classification until the last day of February. After that date, any monies left will be pooled

together for use by any classification.

If there is a class that you feel would be of interest to other classified staff, please share

that information via email.

**The Process:** Applications are available through the offices of each building.

1. Fill out the application, be sure to fill out the form completely, including hours

worked and assignment.

2. If you are requesting funds for "other costs" please include a **detailed** summary of

those costs.

3. Print or include a **hard copy** of the class registration and information. Website links

will not be accepted, the information must accompany the application.

4. Send the application via district mail attention Donna @ BH.

5. If approved, check with your building secretary in order to create a requisition.

6. If you have approval and have paid for the class out of your own pocket, you must

turn in any receipts within ten days of purchase.

7. Once the requisition is approved and you have a purchase order number, turn all

paperwork in to the district office.

# Port Townsend School District #50 Classified Inservice Application

Employee Applying for Inservice \_\_\_\_\_

Building and Classification \_\_\_\_\_

Name of Inservice or Workshop \_\_\_\_\_

Date(s) of Program \_\_\_\_\_

Location \_\_\_\_\_

Describe program briefly if name is not already self-explanatory \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Registration information and steps to follow:

- a. This form is to be sent to the district office either at the same time as the registration and PO or separately if desired.
- b. The registration form is to be attached to a purchase order that has been generated in the building/program where the employee works and sent to the district office for processing.
- c. The registration is not to be mailed without a complete purchase order attached to it.

Funding request:

Registration Costs \_\_\_\_\_

Substitute Costs \_\_\_\_\_

Other Costs \_\_\_\_\_

Describe Other Costs \_\_\_\_\_

Total Request \_\_\_\_\_

Substitute required on the following day(s) \_\_\_\_\_

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

Please note: All Receipts must be turned in within 10 days of the workshop to Business Office.

(Do not write below. For use of Inservice Committee only)

After the application is approved by the committee, please send copies of application to the following:

- Employee applying
- Business Office
- File

Total Amount Approved: \$ \_\_\_\_\_

(Itemize if not the same as the total requested)

(Approval signatures are not to include the employee making the request if they are on the Inservice Committee)

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Committee Member Signature

\_\_\_\_\_  
Committee Chairperson Signature