

RSU 16 Seminar, Workshops and Other Professional Development Approval

Teacher Contract - In addition to the normal workshop/PD line budgeted by the office of the Principal each year, there will be an additional \$5000 district-wide reserved for conferences/workshops. Requests will be considered on a first-come, first-serve basis at the beginning of each school year with Superintendent's approval until this amount is depleted. Travel, substitutes or other materials and expenses are not included.

Teacher Name: _____ **School:** _____

Procedure to access the funds:

1. Talk with your principal about the PD opportunity.
2. Submit this form for approval - Principal approval and then send it to Central Office for approval.
3. After notification of approval from Central Office, you will register and pay for seminar, workshop or other professional development.
4. Upon completion, submit a reimbursement form with proof of payment and proof of completion to Central Office.

Name of Seminar, Workshop of Other Professional Development: _____

Date(s): _____

Cost: _____

How does this seminar, workshop or professional development help improve teacher practice or student learning? _____

Employee Signature: _____ Date: _____

Office Use Only	
___ Approved ___ Not Approved	
Principal/Supervisor Signature: _____	Date: _____
___ Approved ___ Not Approved	
Superintendent/Superintendent Designee: _____	Date: _____