

Source of Funding?

OVCS Professional Development Fund

<u>Estimated Budget:</u>	
Daily Salary of Participants:	
Salaries of Substitute:	Days @ \$100 per day =
**Supplies	
**Transportation Cost <sup>1</sup>	Miles @ 0.50 per mile =
**Tolls	
**Parking Fees	
**Accommodations Cost	
**Registration Fee	
**Meal Allowance <sup>2</sup> :	Breakfast @ \$15 = \$ -
	Lunch @ \$15 =
	Dinner @ \$35 = \$ -
**Other (Specify)	
Total Estimated Budget	\$ -

**IMPORTANT: DETAILED RECEIPTS MUST ACCOMPANY THE CLAIM FORM FOR REIMBURSEMENTS**

\*\*Please note: A purchase requisition must be attached for the budgeted expenditures with this form. You will not be reimbursed for taxes--if necessary, pick up a tax exempt certificate available at the business office.

<sup>1</sup> Attach a mileage summary that includes your destination points. If you are carpooling, please list the driver

<sup>2</sup> Caps on meals, unless included in registration. Breakfast and Dinner reimbursement for overnight conferences only.

Route this form with necessary requisitions as follows:

Teacher:		Date:	
Building Principal:		Date:	
Program/Curriculum		Date:	
Business Administrator:		Date:	
Funding		Date:	
Superintendent:		Date:	

Approved \_\_\_\_\_

Disapproved: \_\_\_\_\_

**Otselic Valley Central School  
Professional Development Proposal**

This form is to be used for **ALL** Staff Development Proposals and Requests. A separate request must be submitted by **EACH** applicant

**TO BE SUBMITTED BY REQUISITIONER AT LEAST FOUR  
WEEKS BEFORE WORKSHOP**

Name:

Date submitted to principal:

Title of Program:

Date(s) of Program:  Location of Program:

Is this a BOCES sponsored activity?      Yes or No      yes  
If not, state who is sponsoring the function     

Professional hours earned (exclude lunch and travel):

Contact Person:

Brief Narrative of Project (educational relevancy: Please state how you hope to improve your skills and/or knowledge and how you may wish to implement this information by attendance at this conference or workshop:

**Participants agree to do one of the following:**

- 1.) Do a "turnkey" presentation/workshop as part of this professional development proposal
- 2.) Submit a written or oral report on the conference attended to the Board of Education and to the Building Principal