

REQUEST FOR PROFESSIONAL DEVELOPMENT FUND REIMBURSEMENT

1. Those applying for funds must be full time OFT Local #1703 teachers.
2. All requests must be received before May 15 so the books can be closed out by the end of the school year. Courses ending May 16 or later are eligible for funds the following year. Courses can only be reimbursed during the cycle in which they occur. If you forget, we are sorry, but in fairness to others cannot honor late requests.
3. The workshop, class, or activity must directly apply to courses taught during the school day.
4. For funding purposes, the workshop, class, or activity must not occur during the regular school day so as to necessitate the hiring of a substitute.
5. The dollar amount reserved for each Individual will be an equal fraction of the total fund. After May 15, any unclaimed funds will be distributed to those who used their monies, on a proportional basis.
6. All disputes will be settled by the Executive Board of the OFT.

Procedure for Reimbursement:

Complete this form and send it to Paulette Huber, after completion of a course, workshop, or activity. With the form, ***include 2 copies of proof of completion and 2 copies of proof of payment.*** (proof of completion can be documents such as a grade card or certificate of attendance. Proof of payment can be documents such as a copy of a credit card statement, a receipt, copy of a cancelled check, or copy of checking account bank record)

NAME: _____ Date: _____

Total tuition amount paid: _____

Name of Class: _____

Date(s) of Class: _____

For OFT Use:

Date Received _____ Date Sent to Board _____