

REQUEST FOR PROFESSIONAL DEVELOPMENT FUND REIMBURSEMENT 2009-2010

1. Those applying for funds must be full time OFT Local #1703 teachers.
2. All requests must be received before May 1 so the books can be closed out by the end of the school year. Courses ending May 2 or later are eligible for funds the following year.
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 1, any unclaimed funds will be distributed to those who already used their monies for the year, 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. Include 2 copies each of proof of completion and proof of payment. (proof of payment 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: _____

Tuition amount requested: _____

Name of Class: _____

Date(s) of Class: _____

For OFT Use:

Date Received _____

Date Sent to Board _____