

Home and School Grant Request Guidelines- Professional Development

Beginning with the 2017-2018 school year, the Home and School Board will set aside funds each year for faculty professional development. The total amount of money available may change from year to year. Staff members may apply for funds to cover the cost of attending a conference or other professional development opportunities.

The process required is as follows:

- Teacher applies for funds by completing the application on the reverse side of this form.
- Submit the completed application to Dr. Edmond for pre-approval.
- Dr. Edmond will then submit to the Home and School Board those applications that he has pre-approved.
- The Home and School Board will review applications as they are received. The Board may contact the teacher with questions for more information before final approval.
- Please note that if funds are not available, the application will not be approved. Also, as we are hoping to share this money with as many staff members as possible, if a fund request seems excessive, we may offer a partial grant as opposed to covering it in full.
- If application is approved, the Home and School Treasurer will issue a check. Checks will be made payable to the company/organization providing the professional development. In instances when reimbursement is requested by the teacher, that will be considered.
- Teacher attends the workshop, conference or other professional development opportunity.
- Teacher returns and shares what was learned with the staff at an all-staff or grade-level team meeting.

Please note:

- Funds will cover the registration fee for attendance only. Transportation, meals, and substitute teacher costs cannot be covered by Home and School funding.
- A requirement/expectation after receiving these funds is to make a presentation to the relevant staff about what was learned.
- There is not a deadline for turning in the application, however funding is only available as long as money allows.

Preference will be given to applications for professional development that will have large-scale impact (i.e. school-wide or an entire grade).

Please deliver your completed application to Dr. Edmond. He will do the first review of proposals for content, appropriateness and to determine if alternate funding sources are available. We look forward to hearing about your project.

~Woodside Home and School Board

Home and School Grant Application- Professional Development

DATE:

SUBMITTED BY (INDIVIDUAL/GROUP):

EMAIL ADDRESS OF APPLICANT:

COST/DOLLAR AMOUNT REQUESTED:

SUBJECT AREA/GRADE LEVEL THIS WILL IMPACT:

DESCRIBE PROFESSIONAL DEVELOPMENT YOU'D LIKE TO ATTEND (WHEN, WHERE, WHAT'S THE FOCUS, WHAT COMPANY/ORG IS LEADING IT?):

WHAT LEARNING/SCHOOL OBJECTIVES DOES THIS ADDRESS (WHO BENEFITS, HOW, AND FOR HOW LONG?):

WHAT IS YOUR TIMETABLE (WHEN DO YOU NEED THE FUNDING)?:

HOW WILL YOU SHARE YOUR LEARNING WITH OTHER STAFF?

Principal's Signature if Pre-Approved: _____ Date: _____

Home and School Board Comments: _____

Date requestor notified: _____

Date check issued/Grant "closed": _____