

## APPLICATION TO REQUEST ADMINISTRATOR PROFESSIONAL DEVELOPMENT FUNDS POLICY AND PROCEDURES (Revised June 2010)

The Jefferson County Administrators Association (JCAA) oversees the allocation and distribution of the District's Administrator Professional Development Fund. All administrators and professional/technical employees on the administrative salary schedule (whether JCAA members or not) are eligible to apply for this fund.

**Fund objective:** To support administrators through networking and professional development by helping fund attendance at professional development conferences, classes and events.

**Application Maximum:** \$750 per fiscal year.

**Fund Restrictions:** Funds must be used to attend conferences, workshops, or to pay for college tuition or a class in Colorado or out-of-state. Funds *cannot* be used to pay for:

- professional association dues,
- JCAA sponsored events,
- materials and/or journals, unless required for the workshop for which funds were requested,
- professional licensure fees, and
- alcoholic beverages on meal reimbursements.

**Process:** *Administrators who received funding during the 2009-2010 year must wait until after January 31, 2011 to apply for funds.*

- Complete Section I of the "Application to Request Administrator Professional Development Funds"
- Submit application (with Section I signed) to the JCAA office at the Education Services Center. Applications will be accepted and reviewed first-come, first-served by pony (JCAA, Ed Center), mail (JCAA, 1829 Denver West Dr, Bldg 27, Golden 80401), Email ([mjwagner@jeffco.k12.co.us](mailto:mjwagner@jeffco.k12.co.us) (if signed electronically)), hand-delivery (Ed Center, Suite 410) or fax (982-6844). Questions? Call 982-6839.
- Applicants will be notified once their requests are approved. Once all funds are allocated, remaining unfunded applications will automatically be eligible in a lottery system for funds should others forfeit or not use their approved funds. All pending applications will be canceled on June 31, 2010.
- Once training is completed, ***receipts must be submitted within 30 days or allocated funds are automatically forfeited*** and re-allocated to the next unfunded pending application. In this case, an administrator may re-apply for funding but the application will move to the bottom of the review queue.

**Forfeiture of funds.** Using funds for a professional development event and/or date other than that shown on the original application OR failure to submit receipts for reimbursement within 30 days of the last day of the event will result in forfeiture of the allocated funds. Once funds are forfeited, they will be re-allocated to the next unfunded pending application pending.

**Submission deadlines 2010-2011.** Applications may be submitted after June 1, 2010 and through June 29, 2011 for training which will occur after July 1, 2010 and before June 29, 2011. All reimbursement requests and appropriate receipts must be submitted by close of business June 29, 2011.

**District/JCAA professional development partnership:** The District and JCAA have worked together since 1995 to bring high quality professional development events and opportunities to Jefferson County. District funds support individual training AND underwrite training offered through JCAA.

JCAA events are funded through a combination of membership dues, the district's allocation and attendance fees. Since providing professional development is part of the association's mission, JCAA's aim is to offer training at the lowest possible admission rate while covering event costs. The JCAA/District partnership allows JCAA to offer valuable, quality training at a greatly reduced rate to members and non-members. The JCAA Professional Development Steering Committee identifies training aligned with District goals and philosophies designed to help event participants in their professional lives as Jeffco Public School District leaders.

JCAA and District leadership are proud to work together to bring administrators and aspiring administrators quality professional development opportunities.

**JEFFERSON COUNTY PUBLIC SCHOOLS**  
**APPLICATION TO REQUEST ADMINISTRATOR PROFESSIONAL DEVELOPMENT FUNDS**  
**AND REQUEST FOR REIMBURSEMENT FORM AND JCAA APPROVAL**  
(Revised June 2010)

**SECTION 1 - APPLICATION TO REQUEST FUNDS**

Name: \_\_\_\_\_ Date Requested: \_\_\_\_\_  
Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: CO Zip: \_\_\_\_\_  
School / Department: \_\_\_\_\_ Position Title: \_\_\_\_\_  
Work Phone: \_\_\_\_\_ Voice Mail: \_\_\_\_\_  
Name of Conference or Event: \_\_\_\_\_  
Location of Conference (City, State): \_\_\_\_\_ MM/DD/YY Conference: \_\_\_\_\_  
I am requesting a total of \$ \_\_\_\_\_ (\$750 max) Signed: \_\_\_\_\_

**EMPLOYEE SIGNATURE**

To apply for funds, please fill out Section 1 only and return the form to the JCAA office at the ESC. A maximum dollar amount of \$750 is allowed per employee per school year. Approval is based on availability of funds and granted on a lottery basis. If your request is approved, you will receive this form back with the "JCAA Use Only" section completed. After your request has been approved and you paid for the expenses, please fill out Section 2.

**JCAA Use Only - Approval for Request of Funds:**

Total Reserved Funds: \$ \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 2 - REQUEST FOR REIMBURSEMENT**

Complete this section only after your request for funds has been approved and you have paid for the conference expenses. Then, sign the bottom of the form, keep a copy for yourself, and return the form along with your original receipts to the JCAA office for reimbursement. If your request for reimbursement is not made within 30 days of the last day of your event, your reserved funds will be forfeited and a new application must be submitted. You can only request reimbursement for the conference and date(s) of conference named above. If you do not attend the approved conference, you forfeit your funds. If you no longer need the funds, please notify the JCAA office ASAP.

ITEM (Receipts are required for every expense item, except mileage.)	EXPENSES
REGISTRATION:	\$ _____
TRANSPORTATION:	
Airline Fares:	_____
Personal Vehicle (Miles x 0.50 or current rate):	_____
Taxi Fares, Airport Limousine, or Car Rental:	_____
Toll Charges, Rental Car Gas, Parking, Other:	_____
LODGING:	_____
OTHER (Specify):	_____
MEALS (Max of \$40/day - Receipts are required.):	_____
TOTAL EXPENSES:	\$ _____
BALANCE DUE EMPLOYEE:	\$ _____
BALANCE DUE DEPT. OR SCHOOL:	\$ _____

Dept./School fund to be reimbursed: Fund \_\_\_\_\_ Account \_\_\_\_\_ Org \_\_\_\_\_ Program \_\_\_\_\_

By signing below, I acknowledge that I used these funds for professional development purposes only.

*Please return this form with receipts to JCAA at the ESC  
Or mail to 1829 Denver West Dr. Golden, CO 80401-0001*

\_\_\_\_\_  
EMPLOYEE SIGNATURE

<b>JCAA Use Only - Approval for Reimbursement: Fund GF010 Account 702000 Dept. ID 91400 Program 9319</b>				
JCAA Representative Michael L Long 982-6839	Date	PS Voucher #	PS Vendor #	PS Journal Entry #