

SOUTHERN PLAINS EDUCATION COOPERATIVE

1200 North Park Street
Fairmont, MN 56031
Phone: (507) 238.1472 Fax (507) 238-2361



STAFF DEVELOPMENT APPLICATION

Please print back to back or staple the second page and return to **Ashley Blazejak**

NAME: _____ TODAY'S DATE: _____

POSITION: _____ BUILDING(S)/DISTRICT(S): _____

DATE(S) OF WORKSHOP: _____

WORKSHOP TITLE: _____

***Please also send a copy of brochure/pamphlet for the workshop**

*How does this workshop fit with other goals or initiatives?

*How will this program improve the programming for students?

____ I have included a copy of the workshop brochure/pamphlet with this application

____ I am aware there may be some follow up to ensure implementation (please initial)

Registration	\$	Preferred payment method for Registration: <input type="checkbox"/> I already registered and will need reimbursement <input type="checkbox"/> I need a purchase order <input type="checkbox"/> I need a check (<u>must be three weeks prior</u>) Name of Agency check /p.o. needs to be written to: _____ Address: _____ *Staff members are responsible for registering for the workshop.
Room Fee (must be paid by employee up front, submit for reimbursement)	\$	
Meals (must be paid by employee up front, submit for reimbursement) Nonmetro \$30/day Metro \$40/day		
Estimate mileage round trip _____ miles each way X 2= _____ X _____ days driving= _____	\$	
Sub costs (only complete if applicable) SPEC Teacher \$172.24/day Para Class I \$16.30/hour		
Expenses (estimate)	\$	
Total	\$	
Payroll: (Office Use Only) <input type="checkbox"/> Work Day-no sub <input type="checkbox"/> Work day-sub <input type="checkbox"/> Flex day <input type="checkbox"/> Time sheet		

Office Use Only

Approved Denied Amount Approved _____ Director Signature _____

Coding: Administration Staff Development Birth-3

Staff Development Request Procedures

STAFF MEMBER:

- Submit staff development request to district/building. ALC, ECSE, and other low-incidence staff apply directly to Southern Plains
- If not fully funded by district/building, **submit staff development request to Southern Plains (Ashley)**
- Requests a substitute
- Request van by calling SPEC Office

Office Coordinator (Ashley):

- Gives staff development request to the Director

Director (Sarah):

- Approves or denies
- If the application is denied – Sarah will make a note related to the reason for the denial

Office Coordinator (Ashley):

- Notifies staff they are approved and includes copy of form

STAFF MEMBER:

- Registers for Workshop (you may register earlier, but if your request is denied, you must cancel the registration and personally incur any fees as a result)
- Reserve hotel accommodations, if needed
(Employee will book and pay for hotel up front, then submit for reimbursement)
- Return invoices to Judy (if purchase order was utilized)

Accounting Specialist (Judy):

- Cuts a check (only on check run weeks) or completes purchase order.
- Files Staff Development request in the staff development binder

IMPORTANT REMINDERS:

- SPEC office is not responsible for your registration for the activity, your lodging reservations or any other arrangements.
- Submit receipts for reimbursements in a timely manner (no longer than one month after the workshop or June 10 – whichever is first).

Staff may at any time request to see who has requested staff development requests and denials.