

IN-SERVICE AND PRO-D FUNDING APPLICATION FOR PRE-APPROVAL

<input type="checkbox"/> IN-SERVICE FUND <ul style="list-style-type: none"> Directly related to current position 80% reimbursement \$1000.00 max per fiscal year (July 1-June 30) 	<input type="checkbox"/> PROFESSIONAL DEVELOPMENT FUND <ul style="list-style-type: none"> Enhance skills and/or prepare for future District postings Paid time off not provided 80% reimbursement \$1000.00 max per fiscal year (July 1-June 30)
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1. About You:

Name:		Emp #	
Current Position:			
Work Location:		Seniority Date:	

2. About the Course You Wish to Take:

Course Name:			
Please attach a course outline to your pre-approval application.			
Provider:			
Location Being Held:			
Is Course Available Locally?			
Course Date(s):		Course Cost:	
Reason for Taking Course: <small>(Attach separate page if required)</small>			
Is this course part of a Certificate/Diploma/Degree Program? If yes, which one?			

3. Time off Requirements (if any). Management understands that the member may be away with no relief coverage for this absence. If your pre-approval application is approved, please request a Leave Without Pay, as this fund does not cover any wage expenses. Supervisor's signature NOT required if you do not need time off work.

Will time off work be required?		
If yes, dates and times:		Is Relief Required?

Principal/Supervisor's Name:		Date:
Principal/Supervisor's Signature:		

Applicant Signature:		Date:
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