

## JEFFERSON COUNTY PUBLIC SCHOOLS Application to Request JCAA Professional Growth and Development Reimbursement

Applying:

To apply for funds, please complete the application and submit to Denice Fair, [Denice.fair@jeffco.k12.co.us](mailto:Denice.fair@jeffco.k12.co.us) or mail to 581 Conference PL, Golden, CO 80401. A maximum dollar amount of 400.00 is allowed, per school year. Approval is granted on a first come first serve basis and will be awarded as long as funds are available. Priority will be given to members who have not applied for PD funds in the past year. Members may apply for approval of funds ahead of the event. Some of the expenses covered include: registration, transportation, mileage, meals and lodging.

Approval: If your request is approved, you will receive an email notification. Once ALL verification paperwork has been submitted (application, and receipts), a reimbursement check will be mailed to the address that you provide on this application. You will be contacted if you are missing any documents needed to complete the application process. You may only request reimbursement for the conference and date(s) specified. Members must submit receipts within 30 days after the event. If you do not attend the approved conference or submit receipts within the time allotted, the funds will be forfeited.

### Application to Request Funds

Name: \_\_\_\_\_ Date requested: \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ State: CO Zip code: \_\_\_\_\_

Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Name of conference or event: \_\_\_\_\_

Location of event (City/State) Date(s) of event: \_\_\_\_\_

I am requesting a total of \$ \_\_\_\_\_ (Please Attach paid receipt of PD)

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

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

JCAA Representative: \_\_\_\_\_ Date: \_\_\_\_\_