

Langley High School PTSA

Professional Development Funds (PDF) Guidelines

2020-2021

Langley High School's PTSA is committed to supporting teachers and staff members in their professional development. To that end, we offer the Professional Development Fund (PDF) as a resource to help defray the cost of professional skills training. We offer up to \$500 per fiscal year (July 1- June 30). The funds are for expenses associated with attending classes, conferences and workshops, or taking courses that improve teaching proficiency or curriculum development. Note: we do not pay for dues or association fees.

To apply for reimbursement, the class or event you attend must directly benefit your current students or your department or be applicable to continuing education requirements. The PTSA cannot cover expenses for graduate-level classes unless the credit hours are also being applied to continuing education requirements.

Reimbursement is available on a first-come, first-serve basis. If you plan to use PDF money, we can earmark funds in advance, but **cannot issue a check until after you complete the professional development opportunity and submit the application and original receipts.**

In an effort to maximize our budget and serve the largest number of applicants, and in accordance with national PTA directives, below are specific guidelines for reimbursement:

- PTSA covers funds for one person, per department, per event; should teachers/staff from two departments want to attend the same event, they must share the \$500.
- The professional development opportunity must directly benefit students or the department and **cannot further an additional or advanced degree unless also fulfilling a continuing education requirement.**
- You must submit a conference/seminar/course/workshop registration confirmation **with your name printed on it** as part of your application packet.
- You must have FCPS approval for non-local travel
- PTSA will cover up to \$35/day for food, if it is not included in your registration fee.
- PTSA will reimburse mileage \$.50/mile, up to 500 miles roundtrip, excluding tolls.
- PTSA will cover airfare up to \$250, in lieu of mileage; baggage fees for personal luggage are excluded.
- PTSA will cover hotel booking fees, based on double occupancy, up to \$300.
- PTSA cannot cover association fees or dues, as this expense directly benefits the teacher/staff member, per the national PTA guidelines.

2020-21 Virtual PDF Application Process:

You can find application forms and instructions for submission online at: <https://www.ptsalangley.org/forms-handouts>. **NOTE:** During distance learning, forms will NOT be in the PDF mailbox at the school. Please email your completed application package to PDF Chair Heather Murphy Capps heathermcxx@gmail.com

Also please note: For now, you may return the completed application packet without Ms. Greer's signature. We will obtain that after applications are collected. Questions? Please contact Heather Murphy Capps: heathermcxx@gmail.com