

**Belleville Federation of Teachers Local 434 Request to Attend Professional Development**

Name(s) \_\_\_\_\_

Council (circle):      Administrative Assistant      Paraprofessional      Teacher

Conference Name \_\_\_\_\_

Location \_\_\_\_\_ Dates \_\_\_\_\_

Topic / Reason for attendance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Have you attended this professional development before? (circle)      yes      no

If you have attended before, when did you last attend? \_\_\_\_\_

Are you an elected delegate representing Local 434 at a convention? (circle)      yes      no

Are you an officer representing Local 434 at a convention? (circle)      yes      no

**Anticipated costs:**

Registration \_\_\_\_\_

Travel \_\_\_\_\_

(note: BFT encourages carpooling with members whenever possible)

Room \_\_\_\_\_

(note: BFT encourages room sharing with members whenever possible)

Meals \_\_\_\_\_

(note: BFT authorizes up to \$75 per diem for meals)

Miscellaneous \_\_\_\_\_

Total Anticipated Costs \_\_\_\_\_

(continued on the other side)

# Belleville Federation of Teachers Local 434 Request to Attend Professional Development

## Post-Conference Action Plan

- All Local 434 members who attend a professional development (professional conference, training, convention, etc.) paid for by BFT Local 434 are required to submit an action report following the event.
- The action report should include the following: a description of the event, a brief summary of any individual sessions attended, and if applicable, a specific plan for implementing change or communicating information to the membership or the community (e.g. holding a formal meeting or informal happy hour; conducting an in-service; presenting at a district in-service; writing an article for the BFT newsletter, etc.)  
\*Members who attend professional development but do not complete an action report may not be approved for future activities.
- If multiple members attend the same professional development, each member must submit an action report..

## Reimbursement

- Reimbursement will be provided from Local 434 based on the amount pre-approved by the Executive Council.
- Original receipts must be submitted along with a BFT Local 434 Check Request to the Treasurer for reimbursement.
- Reimbursement will be paid by the Treasurer within thirty (30) days of receipt of the Check Request forms and original receipts.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

-----  
-  
**Executive Council Use Only**

Date \_\_\_\_\_

Decision: (circle)

Approved

Denied

Deferred

Total expenses approved: \_\_\_\_\_