

# District Staff Development Guidelines for Best Practice Grants

1. One request per person per school year.
2. Only allowed to attend a national convention or out of state conference once every three years.
3. Once a Best Practice Grant is approved, any expenses over the amount approved will be paid by the applicant.
4. When multiple staff members are attending the same conference, restrictions could apply on reimbursement for mileage, parking, and number of hotel rooms.
5. A quarterly allotment of funds will be used. Unused funds from a quarter will be distributed evenly into the remaining quarters.
6. No stipends can be attached to mini-grants.

# Staff Development Expenses Worksheet

Registration (Receipt Needed)

Conference or Workshop Registration Fee \_\_\_\_\_

Lodging (Receipt Needed)

Hotel Fee x # of Nights Needed \_\_\_\_\_

Taxes - add 10% \_\_\_\_\_

Parking \_\_\_\_\_

Total Lodging \_\_\_\_\_

Transportation (Receipt Needed)

Airline Ticket \_\_\_\_\_

Parking \_\_\_\_\_

Personal Car Mileage \_\_\_\_\_

School Vehicle Mileage \_\_\_\_\_

Taxi/Bus \_\_\_\_\_

Rental Car (Include Insurance and Taxes) \_\_\_\_\_

Total Transportation \_\_\_\_\_

Meals (Do not forget meals on travel days.)

Breakfasts (max = \$7.00 per day) \_\_\_\_\_

Lunches (max = \$11.00 per day) \_\_\_\_\_

Dinners (max = \$23.00 per day) \_\_\_\_\_

Total Meals \_\_\_\_\_

Substitutes

Sub Cost x # of Days Needed \_\_\_\_\_

**Total Amount Needed**

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# BEST PRACTICE DISTRICT GRANT PROPOSAL

Date: \_\_\_\_\_

Person(s) Making Request: \_\_\_\_\_ Building: \_\_\_\_\_

Title of Conference/Event: \_\_\_\_\_

Location of Conference/Event: \_\_\_\_\_

Dates of Event/Trip: \_\_\_\_\_

Total Conference/Event Cost: \$ \_\_\_\_\_

Total Building Support: \$ \_\_\_\_\_

Total Amount Requested: \$ \_\_\_\_\_

Total Amount Approved: \$ \_\_\_\_\_

Other District #318 Employees Attending:  
(Name/Group/School)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contacted for Shared Transportation Costs?  Yes  
 NO

Does this Conference/Event:

- 1. Support stable and productive professional communities achieved through ongoing schoolwide progress and growth in teaching practices?
- 2. Emphasize coaching, professional learning communities, classroom action research and other job-embedded models?
- 3. Maintain a strong subject matter focus premised on students' learning goals?
- 4. Ensure specialized preparation and learning about issues related to teaching students with special needs and limited English proficiency?
- 5. Reinforce national and state standards of effective teacher practice?