

Professional Development Stipend Application
Article XIV (pg 17 ATA CBA)
Return to the ATA President once completed

Name:	Date:	Content Area:
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Number of hours you are applying for				
What evidence will you provide for completion? Mark at least one.	Course certificate	Completed outline	Picture or video of Project	Project shared with staff
Briefly describe your proposal. Be sure to include the category of professional development your request fits into. Also include all necessary information required for that category. See descriptions below for guidance.				
Professional Development Category (see * below)				
Proposal Description:				
<i>For Committee Use</i>				
<input type="checkbox"/> <i>Proposal Approved</i>		<input type="checkbox"/> <i>Proposal Rejected</i>		
If rejected, reasons for rejection <input type="checkbox"/> Did not meet requirements set forth in contract <input type="checkbox"/> Description was incomplete <input type="checkbox"/> Prior approval was not obtained <input type="checkbox"/> Other:				
Applicant Signature				
Administrator Signature				
Committee Member Signature				
Committee Member Signature				

Category 1: **In-Service Workshop - includes course title, who is offering it, how it relates to your content area, agenda or itinerary.*

*Category 2: **Curriculum Writing** - include description of the teaching aides, manipulatives, or learning centers you are creating and how they will benefit the students in your room.*

*Category 3: **Study Group** - Describe your study group and how its work will improve teaching strategies and student outcomes.*

Professional Development Stipend Completion Form

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- ☐ Please compile your completion evidence for in-service workshop, curriculum writing, or study group work in a folder (digital or physical), along with this completion form.
- ☐ Upon completion of 15 hours, please notify the stipend committee for review of the file and approval of payment. Notification will then be sent to the superintendent's office for payment.

Date	Number of Hours	Name of Course or Project Description

Applicant Signature	
Administrator Signature	
Committee Member Signature	
Committee Member Signature	
Superintendent Signature	