

UNITED ADMINISTRATORS OF SAN FRANCISCO
SAN FRANCISCO UNIFIED SCHOOL DISTRICT

PROFESSIONAL DEVELOPMENT GRANT APPLICATION

The purpose of these grants is to encourage the continued professional growth of administrators who are members of United Administrators of San Francisco (UASF). To be considered, applications must be FAXED to the UASF Office 30 days prior to the date of the workshop or conference and approved by the committee.

Name _____ Date _____

Title/Position _____

Location _____ Phone # _____

Title of the Event _____

Location _____ Date(s) _____

Total Amount Requested _____ (\$500. is the maximum allowable per grant)

Knowledge and Skills to be Learned _____

I understand and agree to the Grant Guidelines _____

Signature of Applicant

Please FAX This Completed Form to: **UASF Professional Development Committee**
(415) 753-3694

Once approved, you will be contacted by a committee member and a letter of confirmation will be sent to you.

For Professional Development Growth Committee Use Only

Date Application Received _____ Committee Review Date _____

____ Approved ____ Denied Reason for denial _____

Committee Chairperson Signature _____ Date _____

For Office Use Only

Travel Request Form Completed _____ Expense Report Received _____

Original Receipts Received _____ Newsletter Article Received _____

(2 weeks after event)

Professional Development Grants for Administrators

United Administrators of San Francisco, in partnership with the SFUSD continues a grant program, which provides opportunities for administrators for professional development. Administrators have the opportunity to apply for a stipend for up to \$500 per year for professional development purposes. This is in accordance with Article 4.7 of our collective bargaining agreement with the SFUSD.

Grant Guidelines:

1. Members are eligible to receive a grant every other year.
2. Grants are awarded on a first-come, first-served priority and must be submitted with appropriate district forms, approved prior to the event in order to be reimbursed. Administrators with special funded programs are urged to allocate and use those funds for professional development.
3. Maximum reimbursement for grants is up to \$500. Two grants for the same conference may be approved. Members are encouraged to travel and room together. Priority will be granted to unit members from the different divisions.
4. Excluded are tuition and other expenses related to university credit and routine expenses of general meetings of organizations.
5. To provide broader visibility for San Francisco administrators, attendance is encouraged at national conferences such as the IRA, NASSP, NAESP, and national labor training and conferences held by the American Federation of School Administrators (AFSA), Harvard Labor Management School, etc.
6. Applicants must be members of UASF for one year before applying for grants.
7. Recipients are required to submit to the UASF Committee an article for the UASF Newsletter prior to reimbursement.
8. Recipients must attend the professional growth event for which the grant was awarded or notify UASF of non-attendance promptly, so that the funds can be reallocated.
9. School visitations and travel are not considered as a professional development event, unless associated with a workshop or conference.
10. Applications for grants may be faxed to:
UASF Professional Development Committee
(415) 753-3694
11. Should you be approved for a grant, the following must be submitted to the UASF Office within two (2) weeks after attendance:
 1. A completed **Travel Request** form.
 2. **Original receipts** accompanied with...
 3. A completed **SFUSD Expense Report**
 4. An **article** for the UASF Newsletter