



AASD/SDUSD PROFESSIONAL GROWTH FUND

The Administrators Association of San Diego City Schools (AASD), in conjunction with the San Diego Unified School District, provides financial grants to members to assist them in their professional growth. Unit members who participate in professional development activities related to job-connected skills or potential careers with the District may qualify to have the cost of registration fees, tuition, textbooks or any other reasonably related expenses defrayed by available funds **up to \$100**.

Guidelines for Submitting Application for Reimbursement

1. The AASD Professional Development Committee will review applications on a first-come, first-serve basis, at their monthly committee meetings.
 - a. Applications will be dated as they are received and reviewed in order by date received.
 - b. Submit applications after activity has been completed. Include documentation of completed activity.
 - c. Receipt for fees paid must be attached to the application submitted for review.
2. AASD Professional Growth Funds should not be used to supplant funding for job-related activities available through a unit member's district office or site budget.
3. Eligibility is limited to one grant per year and one grant per professional development activity.
4. Requests must be made in and for the current fiscal year, which runs from October 1–September 30.

NOTE: It is not necessary to submit this application prior to completion of the professional development activity. The grant will not be processed until **proof of completion** of the activity has been received. Multiple steps can be avoided by simply waiting to submit the application until the professional development activity has been completed.

Excluded costs include:

1. Travel expenses
2. Accommodations
3. Mileage
4. Pay outside the unit member's normal workday (overtime pay), or any other type of per diem

The monthly application process and review will remain active until funds are exhausted for the current fiscal year. AASD unit members will be notified when funds are exhausted.



AASD/SDUSD PROFESSIONAL GROWTH FUND APPLICATION

PLEASE PRINT

Name _____ Date _____

Title/Position _____

Site/Department _____

Title/Description of Event: _____

Date of Event/Class: _____ Please attach a copy of the event/activity informational flyer/registration form or textbook receipt. *** Proof of completion is required before grant can be processed.***

Registration Fee/Cost: _____ (Please attach receipt/proof of payment)

Briefly explain how attending this activity enhances your job-related skills/potential career. _____

Please submit application via email (linda@unitedadmin.us), fax, or US mail to:

AASD
3505 Camino del Rio So. Ste. 264, San Diego, CA 92108-4037
Phone (619) 295-2118 «» Fax (619) 295-6274 «» www.aasdc.org

COMMITTEE USE ONLY

Date received: _____ Committee Review Date: _____

_____ Amount Approved (maximum \$100)

_____ Not Approved/Reason _____

Signature: _____
(AASD P.D. Committee Co-Chair)