

# PROFESSIONAL DEVELOPMENT FUND

## Guidelines for Secondary National Convention

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**Purpose** The Professional Development Fund provides matching dollars as block grants to conferences and academies as well as additional money to support the attendance of secondary administrators and teachers at the national conventions of professional educational organizations.

*(NOTE: It does not cover membership fees to such organization. Also, the fund may cover NAD Conventions or Conferences, but only as authorized in advance by the NPUC Office of Education.)*

### **National Convention Matching Funds**

**Amount:** The NPUC will reimburse the academy 50% of the total expenses (registration fee, travel, lodging, per diem, and substitute teacher when necessary) for each authorized teacher up to a maximum of \$600 from the NPUC per qualified academy participant.

*(NOTE: Full-time secondary teachers at a junior academy may also be eligible for support. The NPUC will reimburse 50% of the expenses up to a maximum of \$400 per teacher).*

**Authorization:** The academy must seek prior approval from the NPUC to participate in this matching fund.

**Deadline:** All requests for reimbursement must be submitted within 60 days of the conclusion of the approved national convention attendance.

**Limits:** Teachers are encouraged to participate in such conventions, but NPUC funding will be limited to once every four years per teacher. With prior approval administrative personnel may be supported on a more frequent basis.

**Records:** It is the academy's responsibility to maintain records for each teacher regarding attendance, eligibility, and NPUC reimbursement.