

**Southwestern Union Conference
Professional Learning Reimbursement Form**

Teacher Name _____

Address _____

Phone Number (_____) _____ Social Security Number _____

Date of Planned Activity _____

Brief Description of Planned Activity _____

THIS FORM MUST HAVE PRIOR APPROVAL BY YOUR ACADEMY PRINCIPAL OR SUPERINTENDENT.

Approval _____
(Academy Principal or Superintendent)

After completing the professional activity:

Describe and evaluate the activity after completion (100 words maximum). Use the back of this form or attach a separate sheet.

Expense Listing (Please attach copies of receipts.)

1. Registration Fee _____

2. Plane Fare or Mileage _____

3. Lodging _____

4. Per Diem _____

5. Substitute Teacher _____

TOTAL EXPENSE _____

I faithfully participated in the above listed professional activity. I understand that I am not eligible for assistance for any additional activity for four years from the above date.

Signed _____

SEND THE COMPLETED FORM TO YOUR LOCAL CONFERENCE SUPERINTENDENT.

Local Reimbursement (if any): Approval _____ Amount _____

For Office Use Only
Southwestern Union Office of Education Reimbursement
50% of Approved Expenses – Maximum Reimbursement \$400.00

Approved _____ Date _____ Amount _____

Describe and evaluate the activity after completion (100 words maximum).



EDUCATION DEPARTMENT

Seventh-day Adventist Church
SOUTHWESTERN UNION

K-12 SWUC Teachers Professional Learning Funds

Continuous and developmental professional learning for teachers and leaders is at the heart of school improvement. Research provides evidence that job-embedded professional development, in particular, is key to supporting the vision of the school. This often requires restructuring teachers' time so that the school schedule accommodates time in the school day for professional learning; one extra hour a week for groups of teachers to work together purposefully or provide feedback on each other's teaching can yield big benefits. Successful schools also improve instruction and learning through meaningful teamwork; teachers create collaborative cultures, for example, through classroom observation, action research, or team teaching. One final way in which to facilitate continuous school improvement in regards to professional learning is through teacher research and inquiry, including action research, lesson study, learning circles, etc. Thus, exemplary professional development is continual and developmental, built into the daily life of the school, and achieved in collaborative structures.

1. Each full-time conference teacher or principal is eligible to attend a local, regional, or national convention, seminar, or workshop every four years.
2. The Southwestern Union Conference will reimburse the employing academy or conference 50 percent of the total expense (registration fee, travel, hotel, per diem, and substitute teacher when necessary) up to a maximum expense of \$800.00. Reimbursement will not exceed \$400.00 per eligible participant. Requests for reimbursement shall be submitted on a form available from the Southwestern Union Office of Education.
3. The remaining 50 percent of the expenses may be paid by the employing conference or may be shared by the conference, the local school, and the individual.
4. It is the responsibility of the Southwestern Union Office of Education to maintain records for each teacher regarding attendance, eligibility, and reimbursement.

ASCD (Association for Supervision and Curriculum Development)

The Southwestern Union Conference will annually sponsor full-time teachers or principals to attend ASCD as follows:

Arkansas-Louisiana Conference—1
Oklahoma Conference—1
Southwest Region Conference—1
Texas Conference—2
Texico Conference—1

The Southwestern Union covers convention registration fees and travel costs (air fare, mileage, hotel, and per diem).