

Langley High School PTSA

Professional Development Funds (PDF) Guidelines

2022-2023

Langley High School's PTSA is committed to supporting teachers and staff members in their professional development. To that end, we offer the Professional Development Fund (PDF) as a resource to help defray the cost of certain kinds of professional skills training. We offer up to \$500 per fiscal year (July 1- June 30). The funds are for expenses associated with attending classes, conferences and workshops, or taking courses that improve teaching proficiency or curriculum development.

Please Note: This opportunity is available only for training *not associated with license renewal*, and we do not pay for dues or association fees.

To apply for reimbursement, the class or event you attend must directly benefit your current students or your department. The PTSA cannot cover expenses for graduate-level classes unless the credit hours are also being applied to continuing education requirements that are not also required for license renewal.

Reimbursement is available on a first-come, first-serve basis. If you plan to use PDF money, we can earmark funds in advance and will issue checks **AFTER you complete the professional development opportunity and submit the application and original receipts.**

In an effort to maximize our budget and serve the largest number of applicants, and in accordance with national PTA directives, below are specific guidelines for reimbursement:

- PTSA covers funds for one person, per department, per event; should teachers/staff from two departments want to attend the same event, they must share the \$500.
- The professional development opportunity must directly benefit students or the department and **cannot further an additional or advanced degree.**
- You must submit a conference/seminar/course/workshop registration confirmation **with your name printed on it** as part of your application packet.
- You must have FCPS approval for non-local travel
- PTSA will cover up to \$35/day for food, if it is not included in your registration fee.
- PTSA will reimburse mileage \$.50/mile, up to 500 miles roundtrip, excluding tolls.
- PTSA will cover airfare up to \$250, in lieu of mileage; baggage fees for personal luggage are excluded.
- PTSA will cover hotel booking fees, based on double occupancy, up to \$300.
- PTSA cannot cover association fees or dues, as this expense directly benefits the teacher/staff member, per the national PTA guidelines.

PDF Application Process:

- 1) Print application forms and instructions from this link: <https://www.ptsalangley.org/forms-handouts>.
 - a) Blank forms will also be available in the PDF mailbox at the school
- 2) Please drop a copy of your completed application package in the PDF mailbox and also email to:

PDF Chair Heather Murphy Capps heathermcxx@gmail.com and Nancy Ayoub: ncayoub@fcps.edu.

Questions? Please contact Heather Murphy Capps: heathermcxx@gmail.com