

Procedures for teachers to request use of Title II, Part A funds for individual programs or activities.

After the program or activity is identified, the teacher will work with the principal/assistant principal whom will have in their possession the following:

- a copy of the school's professional development plan;
 - the description of "high quality professional development";
 - *Criteria for Approval* checklist;
 - Title II-A Payment Request form (must include both signatures).
1. obtain printed descriptions of the program or activity provided by the sponsoring agency, such as course descriptions, program previews, meeting agendas, etc.;
 2. review the written descriptions of the program or activity to determine if it meets the high quality professional development standards contained in the *Criteria for Approval* checklist;
 3. complete the *Criteria for Approval* checklist (sign);
 4. review the program or activity in light of the school's professional development plan, and determine if the activity is consistent with and supports that plan;
 5. complete the Title II-A Payment Request Form (sign).

Using the *Criteria for Approval* checklist, the printed material from the sponsoring agency, and the teacher's rationale (the Title II-A Payment Request Form), the principal will determine if the program or activity:

1. is eligible for Title II Part A funds;
2. meets the high-quality professional development criteria;
3. is consistent with and advances the school's professional development program.

If the program or activity meets all of the criteria, the principal will:

1. approve use of Title II Part A funds for the program or activity and sign the Title II-A Payment Request form; and,
2. submit the Title II, Part A form, (W-9 if vendor is the teacher or principal) and other documents (*Criteria for Approval; documentation/description of the program or activity, i.e. brochure pamphlet web information*) to Blue Hills Community Services for approval and payment.

Upon approval of the request, Blue Hills Community Services will make payment to the vendor for services or registration. If this is an out of town conference you will need to submit evidence that the program or activity has been completed, submit the Title II Travel Expense form (with principal's signature) and all receipts (not credit card statements) to be reimbursed for expenses.

The *Conference/Course Evaluation* must accompany the final payment request. The evaluation must be submitted before the final payment/reimbursement shall be made.