Professional Development Funds
Application Process 2015

Professional Development Fund
The Board & the Professional Development Committee of the NYSACCE4-HE encourage each 4-H Educator District to apply for special funds to support professional development of its members. The applications will be reviewed and funds awarded by the Professional Development Committee. Applications are reviewed on a rolling basis.

Grants of up to $250 for each district (per budget year) may be awarded to help in professional development. Districts may combine funds to support a joint district program. The topics for training are to support the profession of 4-H Youth Development.

Applications must be submitted by November 1 to qualify for award during 2015. Because an invoice is the preferred validation that the activity took place, if the activity is planned for December please plan to submit the invoice by November 15. If funds are awarded the professional development activity must be completed by December 31, 2015, unless approved in advance.

Considerations:
- Funds should be used in direct support of the professional development activity and not for associated activities like meals.
- We encourage professional development activities that foster regional or district programming.
- We encourage the use of technology when appropriate.
- We encourage creativity and innovation.

Active & Life members may take advantage of professional development sponsored by NYSACCE4-HE at no cost or reduced cost. Non-members are expected to pay a fee for professional development opportunities supported by this grant.

To submit an application complete the following:
Request for Professional Development Funds will be made by email sent to the committee chair with a cc’d copy to the NYSACCE4-HE President.

Amount requested, intended use of funds, and the date of the event should be included in the email. Districts are allowed up to $250.00 per budget year.

Request should be made a minimum of 2 weeks prior to the event.
Committee chair will verify that the district has not superseded their $250.00 allowed amount per year and the Professional Development Chair will respond to the request to let the district know that they may proceed with their plans or that they have exceeded the allowable amount and will not receive additional funds at that time. Considerations from application should be applied.

If any red flags arise with requests the committee chair will notify the committee, the District applying and the State Association President as soon as possible.

An e-mail from the Professional Development committee chair(s) will be sent to the District representative that requested the funds of the approval and carbon copy the current State Association President and Treasurer so that the check requisition process can begin.

The Chairperson will complete and e-mail the Payment Voucher, with the professional development funds request e-mail, to the NYSACCE4-HE Treasurer for Presidential signature, and then a reimbursement check can be made to the district.