

PIP Guidelines 2011-2012

- 1. All proposals should be staff initiated.**
- 2. Applicants should make every attempt to select the closest location for conferences and courses.**
- 3. Please fill in all costs as accurately as possible. Don't estimate! You cannot increase the amount needed after the proposal has been approved, even if you spent more, forgot to make the mileage to include round trip, etc.**
- 4. Your proposal cannot be approved if the workshop/conference occurs before the Board of Education sees and approves it. There are NO post-approvals.**
- 5. You must follow the attached schedule. If you miss the PIP committee meeting date, your proposal will be considered the following month, unless that would be too late for Board approval. If that were the case, then it will be returned to you explaining why your proposal won't be acted on.**
- 6. No application will be considered by the PIP committee more than 4 months prior to the conference/workshop's start date.**
- 7. No applications will be approved for workshops/conferences that occur on or over a Superintendent's Conference Day.**
- 8. No applications will be approved for workshops/conferences that occur immediately before or after a scheduled school vacation.**
- 9. Only two people per building per workshop / conference will be approved, except for the elementary schools, which may send up to four people.**
- 10. Staff members may only attend one national conference every two years.**
- 11. In the interest of fairness, requests for a second PIP proposal will be considered only in the last 4 months of school. This only applies to teacher proposals.**
- 12. In the interest of fairness, the PIP committee may limit the amount of money granted to any proposal.**
- 13. Original receipts for all expenses need to be sent to the PIP Chairman, Seth Altman, as soon as reasonably possible after the conference / workshop, and no later than 90 days after it occurs. Food receipts must be itemized (not just a credit card total) in order to be reimbursed. You must submit a mapquest to be reimbursed for mileage when you submit your receipts.**
- 14. If you share a room or meal with another conference attendee, you both must submit a receipt (if two receipts are not issued then one person needs to submit the original and the other a copy with the receipt divided in half and highlighted). You will not be reimbursed for another attendee's conference fee, room, airfare or meals.**
- 15. If receipts have not been submitted within 90 days, it will be assumed that you do not want to be reimbursed, and the money will be put back into the P.I.P. fund for use by others. Reminder notices may not be sent out.**
- 16. Anyone receiving PIP funding may be asked by the PIP committee to share information at a building or district staff development workshop.**