

Aurora Public Schools  
Division of Instruction  
Professional Learning and Conference Center  
15771 East 1<sup>st</sup> Avenue  
Aurora, Colorado 80011  
Phone: (303) 364-1154 x. 28701

## Guidelines for Application for Article 21 Funds

In accordance with Article 21 of the Negotiated Agreement, monies are provided for licensed professionals to attend conferences, workshops, or seminars. Funds are dispersed twice a year, in **August** for events occurring in the fall (September – December), and in **October**, for events occurring in the spring (January – June). Applicants may select regional conferences that are held in Colorado, or national conferences, which are held outside the state of Colorado.

All licensed professionals are highly encouraged to apply for funding. Selection of which conferences to attend can be made in collaboration with administrators, Instructional Leadership Teams, department chairs, or content area specialists. Licensed personnel may attend one conference per school year funded by Article 21. **A principal's, site or department administrator's signature is required for a complete application.**

The selection of winners is by lottery. Seventy-five percent of the allocation is reserved for regional conferences; the remaining 25% is reserved for national conferences.

**The application process: (Incomplete applications will not be considered).** Complete a packet of the following items.

1. **Article 21 Application**, including a principal's, site or department administrator's signature. See application attached at the bottom of this document.
2. **Conference/Travel Request/Advance/Reimbursement Form 1069 (Part A): Click on this link and download the form:** (Conference/Travel Request/ Advance/ Reimbursement Form). <http://accounting.aurorak12.org/accounting-forms/conferencetravel-requestadvancereimbursement/>. After downloading the form, click the tab at the bottom "Part A" to start the request process. This form needs to be saved to your desktop or computer files, and after completed, printed out and signed by both yourself and your principal or supervisor. Please be sure to indicate the amount of the advance requested. Please note these guidelines for expenses:
  - a. Fill in (type on) the form and include estimated lodging costs, meal expenses, air fare, ground transportation, parking, baggage fees, gratuity, and/or mileage if driving. If estimating mileage, please choose the current mileage reimbursement rate of 54 cents per mile from the drop down menu on the form.
    - Next, supporting documentation for each estimated expense except meals, is required and can be in the form of print-outs from websites including mileage printouts. Please provide all information and expenses for the conference, including materials and registration fees.
    - Please note that membership fees will not be paid for.
    - Please provide documentation for the conference as well, i.e., a brochure, flyer, web printout, etc.
    - Also, applications will be considered incomplete, if documentation for every estimated expense is not provided.

- Please **type** everything on (Part A), except your signature.
  - Be sure to **type** in the total on the bottom line of (Part A) “**Amount Requested**”. (This does not include the amount for a sub if needed, only the amount of estimated expenses).
  - Again, fill out (Part A) carefully, and completely, including marking the boxes, and providing sub dates, if needed.
  - Be sure to sign the form at the bottom and have your principal or supervisor sign it as well in the box “CONFERENCE APPROVAL BY IMMEDIATE SUPERVISOR”.
- b. Reasonable guidelines for meal expenses for regional conferences are: breakfast - \$10.00; lunch - \$12.00-\$15.00; dinner - \$20.00-\$25.00. National conferences may have higher prices for meals, but are to be within a reasonable range of expense.
- c. **Do not use estimates that include sharing lodging with another person.** The district will only pay single occupancy rate for lodging for each employee.

The application packet must be turned into Patricia Cranney at the PLCC, in original form with original signatures. (No photocopies, scanned or emailed). Any questions, please email to [pjcranney@aps.k12.co.us](mailto:pjcranney@aps.k12.co.us).

## ARTICLE 21 APPLICATION

Badge #:	Print Name:	
Site:	Position:	
Conference Title:		
Conference Location:		
Do you need a substitute:    YES                      NO		
Please list exact dates and duty day times for which you need a <u>substitute</u> .	Dates	Times
Briefly describe the nature of the conference. <b>Attach printed flyer.</b>		
Describe how this conference will support your growth as a teacher and assist your site in implementing its Unified Improvement Plan.		
<b>Applicant's Signature:</b>		
<b>Principal's, Site or Department Administrator's signature:</b>		
Please submit <u>original</u> application (no photocopies). Applications can be dropped off at the Professional Learning and Conference Center, 15771 East 1st Avenue, Aurora, CO 80011 or through interschool mail.		