



Guidelines for Using Office Professional Conference Funds

Office Professional Conference Fund

This fund gives Office Professional staff the opportunity to apply for money to attend workshops and conferences relevant to their assigned job responsibilities. This fund can be used, for example, to pay the registration fee to attend a workshop or take a course that will enhance the skills of an employee.

Guidelines:

1. There is a maximum of \$175.00 available per year to individual staff members who apply.
2. Priority will be given to staff members who did not receive funds the previous year.
3. The \$175 is used first to pay for a substitute, if needed, then to reimburse registration costs, mileage, and lodging. The cost of meals or course credits are not eligible for reimbursement.
4. To apply for conference funds, a Office Professional Conference Fund application form must be completed and returned to the HR Dept. at least three weeks prior to the date of the conference or training. The forms are available from your building or department Office Professionals, as well as from the HR Dept.
5. Applications will be accepted, either by district mail or hand delivered to the HR Dept.
6. Staff members whose applications are approved must pay for the registration fee out of their own funds. After completing the course, the district will then reimburse to a maximum of \$175.00. The procedure for reimbursement will be sent to you at the time your application is approved.
7. Funds will be available, as outlined above, on a first-requested, first-served basis. Priority will be given to staff who did not receive funds from the Office Professional Conference Fund last year.

Applications are provided on the ISD website site, following this path:

[Human Resources>>Training & Development>>Staff Development Reimbursement Forms](#) Print and fill out the form as directed on in the Guidelines. Send to Bethany Rogers in HR for approval and processing. If you have questions contact Human Resources/Bethany Rogers (rogersb@issaquah.wednet.edu) 425-837-7060.