



2023-24 MARIN COUNTY OFFICE OF EDUCATION  
CSEA Chapter #327

Application for Professional/Personal Growth Funds (Contract Article  
#5.7)

Date: \_\_\_\_\_

Name:	Date of Hire:	
Address:	Worksite:	
Home #	Work #	Cell #
Email Address:		

List the workshop/course/class/product for which you are seeking reimbursement through the Professional and Personal Growth Fund (see the reverse for items covered and not covered).

Date(s) you attended or purchased the above:
Institution/Organization sponsoring event (if applicable):
How do you think these activities/purchases will be of benefit to your professional/personal growth?

Amount of Request:     \$
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Signature of Applicant: \_\_\_\_\_

For reimbursement, please attach:

1. MUST HAVE ORIGINAL RECEIPT and copy of the registration or proof of payment.  
If this has been approved as per Article 10 in-service training, attach a copy of approval slip
2. A copy of course description/flyer, publication, or downloaded application.

Send completed form and documentation to:

CSEA c/o MCOE, P.O. Box 4925, San Rafael, CA 94913 or drop off at MCOE in CSEA mailbox in Shipping Dept. at 1111 Las Gallinas Ave, San Rafael, CA 94903. You may also deliver to Nancy Duns at MCOE.

<b>COMMITTEE USE ONLY</b>	
Date:	Approved: Request Denied
Circle ONE: Initial Request	or Additional
CSEA Committee Member _____	
CSEA Committee Member _____	
CSEA Committee Member _____	
Amount Awarded: _____	P.O. Completed _____



## 2023-24 MARIN COUNTY OFFICE OF EDUCATION CSEA CHAPTER #327 GUIDELINES FOR DISBURSEMENT OF CLASSIFIED PROFESSIONAL/PERSONAL GROWTH FUND

### How it works

- Funding is available to all permanent classified employees on a **first come/first served** basis. Applications will be accepted once the money is deposited into the CSEA fund. No more than 50% of the funds may be disbursed before December 31.
- Per Contract Article 5.7, the amount available represents 0.1% of classified salaries per fiscal year, deposited annually by the MCOE. The amount of the P/PG Fund is to be determined annually by October 30 and will be cumulative. **Members may submit no more than one reimbursement request per semester.**
- The P/PGF committee is comprised of the CSEA President, and two other classified employees appointed by chapter members. A management representative will be appointed to act as a consultant to the committee.
- Members are eligible to submit for reimbursement of fees associated with the attendance of seminars, trainings, adult education programs, or college courses. Fees for the licensure to meet minimum qualifications for positions (e.g. LVN/ OT/ PT professional license fees) are not reimbursable from the Professional Growth fund.

### Amounts given

- The initial reimbursement is \$200.00. You may turn in one request **once the funds are available.** Between July 1<sup>st</sup> and the start of the winter break.
- An additional reimbursement of \$200.00 may be requested at the start of the New Year, (January) as long as there are funds in the account. A maximum of \$400.00 per fiscal year can be requested.
- The deadline for submission of the second request is May 26<sup>th</sup> for the **2024 school year (no exceptions).**
- Members may apply for up to \$400.00 per fiscal year for continuing education **as it pertains to your job.** *The committee will be responsible for tracking those employees who have been granted funds previously.*
- The goal is to distribute funds to as many employees as possible before granting a second reimbursement.

### What can be reimbursed?

- **Covered items:** courses at accredited institutions, ROP, MCOE wellness/staff development workshops, stress/weight reduction workshops, massages, monthly health club dues and initiation fees, personal trainer fees, career track seminars, community education, courses, conferences, and classes that support or enhance your professional work. Also covered are purchases of publications or downloaded applications which relate to professional /personal growth.
- **Not covered: electronic devices, laptops, cellphones, chiropractic treatments, tattoos, alternative medicine or body piercings, purchases made with gift cards. This is not necessarily an exhaustive list of all reimbursement requests that will not be covered.**
- **\*\*\*Members are eligible to submit for reimbursement of fees associated with the attendance of seminars, trainings, adult education programs, or college courses. Fees for the licensure to meet minimum qualifications for positions (e.g. LVN/ OT/ PT professional license fees) are not reimbursable from the Professional Growth fund.**
- **All Applications are subject to review and approval by the committee/MCOE Business office.**
- Complete the **CURRENT** application form (**not previous year**) on the reverse, and submit course transcript/certificate, original receipt and all pertinent documentation or proof of purchase to:

**CSEA c/o MCOE, P.O. Box 4925, San Rafael, CA 94913**

**Or drop it by 1111 Las Gallinas Avenue, San Rafael in shipping in the box clearly labeled CSEA.**

Executive Board members facilitating this fund are as follows:

Laura Gonzalez, Nancy Duns, Debbie Aviron, committee members