



**TIF**

## **Teacher Initiated Funds**

**Representing the Teachers of the Ontario - Montclair School District since 1940**

### **Teacher Initiated Professional Growth Fund**

The Teacher Initiated Professional Growth Fund (TIF for short) provides funding for certificated bargaining unit members for the purpose of professional growth.

### **Who Can Apply?**

All OMSD certificated bargaining unit members are eligible to apply for funding through the Teacher Initiated Professional Growth Committee. Unit members on temporary status are to note this on their applications.

### **What Can Be Funded**

The fund assists certificated bargaining unit members to pay certain upfront costs and/or to reimburse out-of-pocket expenses that are clearly associated with professional growth activities. Examples are, but not limited to, conferences, workshops, and other activities that promote professional growth.

The following expenses are covered through TIF funds:

- Registration fees
- Substitute Cost

The TIF fund is designed to work in conjunction with other funding sources to serve as many certificated employees as possible. Use of other applicable funding sources (Categorical, GATE, Special Education, site funds, CTA grants and scholarships, etc.) where appropriate is encouraged.

### **Application Timelines**

Applicants have 2 choices for funding the activity either as a Purchase Order, fees are paid in advance by the district, or reimbursement to the applicant after attending the event. The committee will meet by the 25th of each month to review application requests for the upcoming month. Applicants for funding will receive notification of the status of their application from the committee following its monthly meeting. Requests to attend out of state conferences require the approval of the superintendent and take longer to process. Plan accordingly.

### **Purchase Order Timeline**

If you intend to have costs paid through the Purchase Order process you should submit the required paperwork at least 3 months in advance of the event.

### **Submitting Your Application**

Submit your completed application and other requested forms to the District Office Attn: Veronica Bucheli, West Regional Director at Learning and Teaching through regular mail or district mail.

### **After Attending a Conference**

In order to receive reimbursement for expenses not paid in advance you must submit district form Certification of Expenses along with *an itemized receipt showing it has been paid.*

### **Reimbursement Timeline**

Unit members who will pay the costs upfront can be reimbursed for their approved expenses following attendance of the conference. You must submit your request for reimbursement within 10 days after the conference. The amount of the reimbursement will be based on the Request to Attend Conference form and district policy.

### **Conference No-Shows**

Unit members who do not attend a conference and are charged a cancellation fee will be asked to reimburse the district.

## Tips for Completing Your Application

Begin by completing the "Request to Attend Conference" form (District form #6957 see sample below). Please make certain the updated Request to Attend Conference is used or the application will be returned so that it can be filled out using the correct form. This may delay approval to attend a conference. Attach all the necessary documents. Incomplete applications will be returned. Applications can be sent through district mail to Veronica Bucheli, West Regional Director in Learning and Teaching.

- Complete all applicable sections of the application.
- Submit a copy of the conference brochure that indicates all fees for attendance included in the conference price.
- Reserve your sub with AESOP, as soon as possible. If your application is not approved, you can cancel your sub without any penalty. Do not wait for approval to reserve your sub.
- Itemized receipts for all credit card and cash payments are required for reimbursement of all conference related expenses. Please be sure your receipts show it is paid in full and there is not a balance owed or more documentation will be needed.
- Applicants requesting payment by purchase order should submit the application as soon as possible to allow for the maximum amount of time to review and submit to the Business Department upon approval.
- Temporary status teachers attending trainings after the contract year ends or before the new one begins need to be district employees before attending or costs will not be reimbursed.

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**  
**TIF - REQUEST TO ATTEND CONFERENCE/WORKSHOP/MEETING**

Site/Department \_\_\_\_\_ Subject/Grade or Position \_\_\_\_\_  
Name: \_\_\_\_\_  
Title of Event \_\_\_\_\_  
Date(s) \_\_\_\_\_  
Location \_\_\_\_\_  
Justification (Briefly explain reason for attending the event) \_\_\_\_\_

Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Full Day Substitute  1/2 Day A.M. (3 Hours 15 Minutes)  1/2 Day P.M. (3 Hours 15 Minutes)

Primary Budget \_\_\_\_\_ Secondary Budget \_\_\_\_\_

	REQUESTED BUDGET		AUTHORIZED BUDGET	
	Primary	Secondary	Primary	Secondary
Registration Fee	\$ _____	\$ _____	\$ _____	\$ _____
Substitute Expense \$ _____ x Days	\$ _____	\$ _____	\$ _____	\$ _____
Transportation Flight	\$ _____	\$ _____	\$ _____	\$ _____
Transportation (car rental / mileage)	\$ _____	\$ _____	\$ _____	\$ _____
Meals # of meals	\$ _____	\$ _____	\$ _____	\$ _____
Lodging # of nights	\$ _____	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL FUNDS</b>	\$ _____	\$ _____	\$ _____	\$ _____

NOTE: Send all reimbursement forms, receipts, conference brochure and other back-up information to Accounts Payable (Budget Control) no later than 5 working days after conference/workshop to receive authorized reimbursement. If approved through Teacher Initiated Funds (TIF), return to Veronica Bucheli/Anabel Herrera, Learning and Teaching.

This request is APPROVED  This request is DENIED Reason \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Approved by District Office \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Out of State Reviewed \_\_\_\_\_ Signature \_\_\_\_\_ Out of State Approval: Dr. James Q. Hammond Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

ROUTE COPIES FOR APPROVAL TO FUNDING SOURCES \_\_\_\_\_ Revised 12/2020

**ONTARIO-MONTCLAIR SCHOOL DISTRICT**  
**TIF - REQUEST TO ATTEND CONFERENCE/WORKSHOP/MEETING**

Site/Department \_\_\_\_\_ Subject/Grade or Position \_\_\_\_\_  
Name: \_\_\_\_\_  
Title of Event \_\_\_\_\_  
Date(s) \_\_\_\_\_  
Location \_\_\_\_\_  
Justification (Briefly explain reason for attending the event) \_\_\_\_\_

Requestor's Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Full Day Substitute  1/2 Day A.M. (3 Hours 15 Minutes)  1/2 Day P.M. (3 Hours 15 Minutes)

Primary Budget \_\_\_\_\_ Secondary Budget \_\_\_\_\_

*fill in number or zero*

	REQUESTED BUDGET		AUTHORIZED BUDGET	
	Primary	Secondary	Primary	Secondary
Registration Fee	\$ 0	\$ 0	\$ 0	\$ 0
Substitute Expense \$ _____ x Days	\$ 0	\$ 0	\$ 0	\$ 0
Transportation Flight	\$ 0	\$ 0	\$ 0	\$ 0
Transportation (car rental / mileage)	\$ 0	\$ 0	\$ 0	\$ 0
Meals # of meals	\$ 0	\$ 0	\$ 0	\$ 0
Lodging # of nights	\$ 0	\$ 0	\$ 0	\$ 0
Other	\$ 0	\$ 0	\$ 0	\$ 0
<b>TOTAL FUNDS</b> <i>(this amount is what is being asked from TIF)</i>	\$ 0	\$ 0	\$ 0	\$ 0

NOTE: Send all reimbursement forms, receipts, conference brochure and other back-up information to Accounts Payable (Budget Control) no later than 5 working days after conference/workshop to receive authorized reimbursement. If approved through Teacher Initiated Funds (TIF), return to Veronica Bucheli/Anabel Herrera, Learning and Teaching.

This request is APPROVED  This request is DENIED Reason TIF Use

*TIF Approval*  
Site/Dept Admin signs approving conference dates approval \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
*TIF signs approving* \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved by District Office \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Out of State Reviewed \_\_\_\_\_ Signature \_\_\_\_\_ Out of State Approval: Dr. James Q. Hammond Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

ROUTE COPIES FOR APPROVAL TO FUNDING SOURCES \_\_\_\_\_ Revised 12/2020

## Program Checklist

### Do's

- Submit your application as early as possible.
- Submit a separate application for each person attending the event. Group applications will be returned.
- Verify costs such as taxes and other fees.
- Notify the committee if you cannot attend the event after your application has been approved.
- Submit copy of conference overview or registration page showing the cost of the conference.
- Use the updated Request to Attend form.

### Don'ts

- Submit a partial application
- Assume an approval is valid if your employment status changes
- Add expenses after your application has been approved
- Don't forget to submit reimbursement requests within 10 days of the last day of the event

## Follow-Up for Your Application:

- If you have any questions about the review or approval of your application, feel free to contact an OMTA committee member, Tisha Curry ([tisha.curry@omsd.net](mailto:tisha.curry@omsd.net)) and [Kelly.cook@omsd.net](mailto:Kelly.cook@omsd.net)