

## PROCEDURE FOR CLASSIFIED INSERVICE POOL

Please Note: PSE will typically cover registration and hours depending upon the equitability of the request.

1. Employee completes and submits request to building principal, along with a detailed description of the class or workshop. Attach a copy of the flyer.
2. Administrator/supervisor verifies the request is complete for all expenses, indicates the amount the building is willing to contribute and quickly submits the request to the PSE Representative.
3. Committee processes requests upon receipt if they are completely filled out. Please be sure requests are submitted in a timely manner to ensure the committee has the opportunity to review the request. **Requests that are incomplete run the risk of not being approved in time for the workshop.**  
**\*Requests submitted after the workshop/class will not be processed.**
4. After approval copies of the request will be distributed:
  - a. PSE-Goldenrod
  - b. Employee-Pink
  - c. District Office-Yellow
  - d. Office Coordinator-White
5. Building and/or employee makes all arrangements only after building receives written approval by the committee and a sub is acquired.  
**\*\*It is the employees' responsibility to ensure all arrangements are made. \*\***
6. Upon completion of the class, the employee submits all paperwork to the Office Coordinator, verifying their attendance at the workshop. The Office Coordinator will then submit inservice hours to payroll and enter reimbursement data onto their spreadsheet for tracking.
7. Submit all follow up paperwork to the District Office.

**\*\*If an employee does not attend the class/workshop approved, *ALL expenses incurred will be the responsibility of the employee.*** An employee can find another PSE member to take their place.

All items must be complete in order to be considered for approval. Incomplete submissions will be returned.

Personal Choice \_\_\_\_\_  
District Required \_\_\_\_\_

Date Received \_\_\_\_\_  
Receipt Initials \_\_\_\_\_

**INSERVICE POOL REQUEST**

Name \_\_\_\_\_ School \_\_\_\_\_

Date \_\_\_\_\_ Current Assignment \_\_\_\_\_

Please Mark All That Apply:

\_\_\_\_ I have talked with my supervisor regarding this request \_\_\_\_\_  
Supervisor Initials

\_\_\_\_ This request directly applies to my current assignment

Request (Include: Date, Time, Topic, Location and Workshop Flyer):

\_\_\_\_\_  
\_\_\_\_\_

Estimated Cost (if applicable): \_\_\_\_\_

District Contribution: \_\_\_\_\_ PSE Pool Contribution: \_\_\_\_\_

Cost Breakdown:

Lodging \_\_\_\_\_ Mileage \_\_\_\_\_  
Registration \_\_\_\_\_ Substitute \_\_\_\_\_  
Meals \_\_\_\_\_ Other (explain) \_\_\_\_\_  
Hours \_\_\_\_\_

Additional Information (Attach workshop flyer)

\_\_\_\_\_  
\_\_\_\_\_

Committee Use Only:

Committee Review Date: \_\_\_\_\_  
Committee Decision: \_\_\_\_ Approved \_\_\_\_ Denied \_\_\_\_ More Information Required  
(Reason listed below)  
Follow Up: \_\_\_\_\_  
Committee Comments:  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Committee Signatures:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

White: Office Coordinator    Yellow: District Office    Pink: Employee    Copy to PSE PD Coordinator