



LANE COUNTY CAREER & TECHNICAL EDUCATION CONSORTIUM REQUEST FOR FUNDING PROFESSIONAL DEVELOPMENT ACTIVITIES

DIRECTIONS

1. TSUs are available through District Career & Technical Education (CTE) Coordinators, the Division Chair of Coop Education at Lane Community College or through the Regional Coordinator for Career & Technical Education at Lane ESD. If you do not know who the CTE Coordinator is in your district, call 541-461-8232 or email csammons@lesd.k12.or.us.
2. Administrators do not qualify for TSU funding.
3. Funding Cycle: July 1 - June 15

A total of two \$200 maximum fund requests may be submitted per applicant per funding year on a first come, first served basis until funds are expended.

NOTE: Special requests will be taken into consideration. Please call Kristin Gunson, Regional Coordinator for Career & Technical Education at Lane ESD for prior approval at the phone number listed below.

4. After the event, complete the application on reverse side. Return the completed form to the CTE Coordinator at your district, or LCC Division Chair of Co-op Education. **CTE Coordinators and/or LCC Co-Op Education Division Chair obtains necessary signatures and returns the completed request for reimbursement to the CTE Regional Coordinator at Lane ESD for payment at the address listed below:**

TSU REQUESTS FOR FUNDING RECEIVED AFTER JUNE 15TH OF THE FISCAL YEAR MAY NOT BE PAID.

Revised 9/10

Kristin Gunson
Lane ESD
1200 Hwy 99 N
Eugene, OR 97402-2033
541-461-8275
kgunson@lesd.k12.or.us

2011-12 TSU

Technical Skills Update

LANE ESD TSU REQUEST FOR REIMBURSEMENT FORM

FOR OFFICE USE ONLY	Pay to:					
		<i>Program</i>			<i>Acct</i>	<i>Amount</i>

Applicant's Name: _____ Applicant's Email: _____

School: _____ Subject Area: _____ Work Phone: _____

ACTIVITY INFORMATION

Title/Description of Activity: _____

Date(s) of Activity _____ Location of Activity: _____

PERKINS LOCAL PLAN ALIGNMENT (Check ONE)

- Standards & Content
 Alignment & Articulation
 Student Support Services
 Professional Development
 Accountability & Evaluation

BREAKDOWN OF FUNDS REQUESTED *Back-up documentation/Receipts must be attached

Substitute Cost: \$ _____ Registration* \$ _____ Travel* \$ _____

Other Costs*: \$ _____ Explanation: _____

ASSURANCES:

Approved Career & Technical Education professional development activities will:

- ☆ Focus on rigorous academic and technical skill attainment for students
- ☆ Result in improved student performance
- ☆ Promote integration: academic & technical, state & federal, secondary and post secondary
- ☆ Improve utilization of data to improve student performance

**TOTAL REGION 5
FUNDS REQUESTED: \$ _____**
 (\$200 maximum)
 Actual district sub rate will be paid

REIMBURSEMENT INFORMATION:

Reimbursement should be mailed to: (*check one and furnish address information*)

- School district/agency/Comm. College
 Individual making application

Approval Signatures: REQUIRED*

Applicant*

District CTE Coordinator*

Building Principal/Dept Head*

Mail Reimbursement to: (Required)

Name _____

Address _____

City, State ZIP _____

**TSU REQUESTS FOR FUNDING RECEIVED
AFTER JUNE 15TH OF THE FISCAL YEAR
MAY NOT BE PAID.**

Revised 9/10

ESD STAFF USE ONLY ESD Tracking # _____

- Contr. Schools Initials _____
 Basic
 Reserve Supt: _____

Kristin Gunson, Regional Coordinator, Lane ESD

DATE