



MFL MarMac Community School District  
Request For Stipend Approval via Teacher Quality Committee  
-One Conference Per Form-  
-If multiple people are attending please include all on this request-

Name(s):

Date submitted: (Must be submitted within 30 days before or after the conference)

Date(s) of conference:

Please circle the day(s) of the week the conference is held: S M T W Th F S

Name of conference:

Location:

Costs:

Conference Fee: \_\_\_\_\_

Hotel (Depends on location): \_\_\_\_\_

Other: \_\_\_\_\_

How will this conference enhance your educational practice?

Approved By:

Date:

Total Amount of Stipend issued per person(s):

## Policies for the Teacher Quality Professional Development Fund

For non-teaching days the fund will pay \$150 for a day (\$75 half day). \$300 max per conference.

Stipends will be paid for Saturdays, Sundays, holiday breaks, and summer ed camp days when we are not under contract.

Stipends will not be paid when the intent of the conference is to earn credit. Unique or extreme cases will be determined with prior requests made.

The fund will pay for:

Conference fees

Hotel

Provide a school vehicle/ no mileage for personal vehicle used

A limit of 4 days or \$600 will be the maximum allowed.

A stipend of \$25 per will be paid for school day conferences. (To cover meals) Once this level is met, a stipend of \$25 per day will apply.

If and when a TLC position goes over the allotted days, Professional Development Funds will support the person using the guidelines stated.

Forms must be returned to one of the 4 staff members below on the committee 30 days before or after the conference.

There will be 4 administrators and 4 teachers on this committee.

Presently: Crystal Thurn, Megan Schellhorn, Erik Peterson, and Pam Havlicek are the teachers on the committee.