

Third Party Billing

Grant Application – Workshop/Event

(Funds must be preauthorized, reimbursements will not be approved)

Name: _____ Building: _____

Position: _____ Extension: _____

Employment Start Date (must have completed 2+ years of employment): _____

Event Title: _____ Event Location: _____

Brief Description of Event: _____

Reason Applicant Would Like to Attend This Event: _____

Registration Fee: \$ _____ Registration Deadline: _____

Who recommended this event to you? _____

Applicant's Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Return to Donniel Robinson, DAO (x1214)

Third Party Billing Approval _____

Student Services Administrative Approval _____

Application Requirements

- Application must be submitted a minimum of **14 days prior** to the event registration deadline.
- The district has employed the applicant for **two** or more consecutive years.
- The applicant works directly with children with special needs.
- The applicant has supervisor approval to participate in the event.
- The applicant has not applied to use third party funds in the current or previous year. This requirement may be waived if new applicants have not requested funds.
- The applicant has attached a copy of the event brochure/flyer.

Notes

- Mileage, meals and substitute pay will not be covered/reimbursed by third party funds.
- Workshops/events must be focused on improving the services or education provided to students who have been identified as having special education needs.
- The workshop/event must be conducted in the state of Minnesota.
- Due to limited funds the entire registration fee may not be paid.
- The workshop/event participant must submit a copy of the one page *Inservice/Conference Evaluation* form, which can be requested from the Student Services office.