

CASA Professional Growth Partnership 2017

CASA'S Professional Growth Fund provides for a \$600.00 award for all members that serve to reimburse you for an expense that will enhance your professional practice. In order to maintain this benefit we are required to demonstrate that we are exercising sound professional judgment in the ways this money is spent.

Please adhere to the following guidelines when considering your expenditures. Call our office with any questions, as to the appropriateness of a particular purchase ***before*** you buy! The money may be used for:

- **Tuition reimbursement** for course work, taken for advanced degrees, additional certification and/or fulfillment of continuing education requirements (Act 45/48.)
- **Professional Conferences and Conventions** –Costs associated with attendance at local, state and national conferences including, transportation, lodging, registration and meals (totaling \$45 per day). NOTE: CONFERENCES AND CONVENTIONS must enhance your competency and knowledge in your current position assignment.
- **Professional Association Memberships and Meetings** – Covers annual dues paid to Professional Organizations and costs associated with the attendance at meetings of these organizations.
- **Professional Resource Materials** – Purchase of job-related books, videos, CD's and professional journal subscriptions.
- **Computer Hardware and Software** – Purchase of computers and peripherals as well as software related to the performance of one's job. Peripherals include printers, scanners, copiers, cell phones and monitors without tuners. Ink, cell phone cases and cords are permissible only when purchased with a printer and phone. **Receipts must demonstrate the payment of the phone in full at the time of the purchase.**

The following items and categories are **excluded** from reimbursement:

- Monthly charges or service fees for cell phones, PDA's, BlackBerrys, etc.
- Television sets
- Digital cameras & video cameras
- Projectors
- Furniture
- Office supplies
- Incentives or rewards for students, staff and school families
- Food or other refreshments
- iPods, MP3 players, all peripherals for these items
- Equipment, materials and/or supplies for students, school families and staff use.
- No duplications

All purchases should be for member use only and not for use with staff, e.g. projector for staff PD.

Submission of all applications for reimbursement will commence June 1, 2017. The application must be accompanied by **original receipts** and be received in the CASA office no later than ***4:00 PM June 30, 2017.***

**Mail to: CASA Teamsters Local 502
855 North Broad Street
Philadelphia, PA 19123**

THERE WILL BE NO EXTENSIONS OR EXCEPTIONS – ABSOLUTELY NO COPIES OR FACSIMILES!

Any questions??? Call before making purchases 215-236-7222

OFFICE USE ONLY:

Approved by _____

Date _____

Amount _____

Check # _____

**APPLICATION FOR REIMBURSEMENT
FROM THE CASA PROFESSIONAL GROWTH PARTNERSHIP**

Name (PLEASE PRINT): _____ Personal email: _____

Position: _____ Work Location: _____

ID# _____ SS#: _____

Work Phone #: _____ Cell Phone #: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Please complete for appropriate expenditure. Original receipts must be attached.

• **Tuition Reimbursement**

Description of course _____

Provider _____

Cost \$ _____

• **Conference/Convention/Meetings**

Name of conference/convention _____

Date/s of attendance _____

Cost – Entrance Fee \$ _____ Meals \$ _____

Transportation \$ _____ Lodging \$ _____

TOTAL \$ _____

• **Purchases**

List and describe each purchase:

1. _____ Cost _____

2. _____ Cost _____

3. _____ Cost _____

Total \$ _____

Total Amount requested from all criteria noted above \$ _____

Signature _____ Date _____

Forward application and original receipts to:

CASA, Teamsters Local 502
855 N. Broad Street,
Philadelphia, PA 19123

ALL APPLICATIONS RECEIVED BY JUNE 15th 2017 WILL BE PROCESSED BY JULY 1, 2017. APPLICATIONS MUST BE POSTMARKED BY JUNE 30, 2017. NO EXCEPTIONS.