



## 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 541-461-8333 or email [kmayer@lesd.k12.or.us](mailto:kmayer@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 15<sup>TH</sup> OF THE FISCAL YEAR MAY NOT BE PAID.**

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

# 2014-15 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 \_\_\_\_\_

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AFTER JUNE 15<sup>TH</sup> OF THE FISCAL YEAR  
MAY NOT BE PAID.**

*Revised 9/10*

**ESD STAFF USE ONLY** ESD Tracking#: \_\_\_\_\_

Contr. Schools      Initials: \_\_\_\_\_  
 Basic      Supt.: \_\_\_\_\_  
 Reserve  
 Construction/Engineering  
 Lane Healthcare Pathways       STEAMOn

Kristin Gunson, Regional Coordinator, Lane ESD

\_\_\_\_\_  
DATE