

Montgomery County Association of Administrators and Principals

MCAAP Travel Funds for 2016-2017

Contract Provisions: In the Negotiated Agreement between MCAAP/MCBOA and the Board of Education, Article 12.A.4 Productive and Professional Workforce, the Board agrees to budget \$100,000 for unit members to attend or make presentations to conferences and/or programs. Up to 20% of the travel funds can be used for MCPS-related conferences such as the MCAAP Summer Leadership Conference. MCAAP determines who is eligible and how much each member receives.

Amount to be Allocated: The MCAAP Board of Directors has authorized up to \$1200 per unit member receiving travel funds for national/regional conferences and up to \$600 for local conferences. This enables about 100 members the opportunity to receive MCAAP travel funds. Sometimes members request or need less than the maximum amount and the number of members receiving funds increases. **Funds can be used for only one (1) trip for the fiscal year July 1, 2016 to June 30, 2017.**

Application Deadline: Applications are due to the MCAAP office **by September 16, 2016.** Applications received after September 16th will be considered for the waiting list if openings are available. Applications can be sent via Pony to MCAAP, by Fax to 301-762-8179, or as an attachment to MCAAP-Office@mcaapmd.org. If you submit an application by email and do not receive an email confirmation within 2 business days, please contact the office at 301-762-8174. When submitting an application via the Pony, please allow additional time for Pony delivery. All confirmations will be sent via email.

Method of Distribution: Funds will be distributed to MCAAP/MCBOA unit members based upon the applicant's ranking on the rotating list. The rank number is located next to each eligible member's name. Generally, the rule is more years/months in administration or supervision (seniority), the higher on the list. Those who have received funds in prior years rotate to the end of the list and begin again to move up the list. Unit members in the first year of administration (placed after June 30, 2016) do not have A&S seniority and their names are not included on the rotational list.

Important Tip: All members interested in receiving funds are encouraged to apply even if their rank position is low. MCAAP routinely goes through the entire list when distributing the funds.

Unused Funds: Members who receive travel funds and are unable to use the funds must notify MCAAP as soon as possible, but no later than March 31, 2017. MCAAP will release the funds to the next person on the waiting list. MCAAP maintains a waiting list and usually funds become available for waiting list members during the school year. Members who fail to notify MCAAP that they will not be using their allocation will be dropped to the bottom of the rank order just as if they had used the funds.

Enclosed:

- ❖ Application form (*page 3*)
- ❖ Partial list of national conferences (*page 2*)
- ❖ Rotational list of current eligible unit members in rank order as of June 30, 2016 (*enclosure*)

Questions: Contact Edye Miller, Executive Director, at emiller@mcaapmd.org or 301-762-8174.

Applications due by September 16, 2016.

A Few Conferences of Interest

<u>Organization</u>	<u>Location</u>	<u>Date</u>
		2016
NAESP	National Harbor, MD	July 6-8, 2016
AP	Anaheim, CA	July 13-17, 2016
ASBO	Phoenix, AZ	Sept 23-26, 2016
AMLE	Austin, TX	Oct 9-12, 2016
AASPA	Orlando, FL	Oct 11-14, 2016
SEC	Wisconsin Dells, WI	Oct 24-25, 2016
NCSD	Toronto, Canada	Nov 11-13, 2016
NABSE	Tampa, FL	Nov 16-20, 2016
Learning & the Brain	Boston, MA	Nov 17-19, 2016
NSDC	Vancouver, BC	Dec 3-7, 2016
		2017
NT1A	Long Beach, CA	Feb 22-25, 2017
AASA	New Orleans, LA	Mar 2-4, 2017
NAEA	Dallas, TX	Mar 8-10, 2017
SHAPE America	Boston, MA	Mar 14-18, 2017
ASCD	Anaheim, CA	Mar 25-27, 2017
NSBA	Denver, CO	Mar 25-27, 2017
AERA	San Antonio, TX	Apr 27-May 1, 2017
ISTE	San Antonio, TX	June 25-28, 2017
AASA	American Association of School Administrators	
AASPA	American Association of School Personnel Administrators	
AERA	American Education Research Association	
AMLE	Association for Middle Level Education (formerly National Middle School Association)	
AP	(College Board) Advanced Placement Annual Conference	
ASBO	Association of School Business Officials	
ASCD	Association for Supervision and Curriculum Development	
ISTE	International Society for Technology in Education	
NABSE	National Alliance of Black School Educators	
NAEA	National Alternative Education Association Conference	
NAESP	National Association of Elementary School Principals	
NCSD	National Conference on School Discipline	
NSBA	National School Boards Association	
NSDC	National Staff Development Council (dba Learning Forward)	
NT1A	National Title 1 Association	
SEC	Special Education Conference	
SHAPE America	SHAPE America (formerly AAHPERD)	

A comprehensive list of meetings can be found in *Education Week* (fall and spring listing) or directly from various organizations. Each organization's website will have complete information regarding its conference.

Application for MCAAP Travel Funds

Return to MCAAP by September 16, 2016.

Directions: Please fill out, sign, and date the application. Forward the completed application to MCAAP via PONY, by Fax to 301-762-8179, or as an attachment to MCAAP-Office@mcaapmd.org. All applications are due to MCAAP by September 16, 2016. Applications received after the due date will be considered for the waiting list if openings are available.

Part 1: General Information

Name: _____ Work Telephone: _____

Work Location: _____

Conference/Meeting: _____

Check Role(s): Participant Presenter Officer Other _____

Describe Purpose/Objectives:

Destination: _____ Date(s): _____ to _____

Part 2: Estimated Costs

Check Mode of Travel: Airplane Car Train/Public **Travel Costs: \$** _____

Lodging: \$ _____ per night X _____ no. of nights **Lodging Costs: \$** _____

Meals: _____ no. of days X \$ _____ amount/days allowed **Meal Costs: \$** _____

* Consult MCPS regulations which references IRS regulations for the site of the conference.

Registration Fee: \$ _____ **Registration Costs: \$** _____

Other Costs (Explain): _____ **Other Costs: \$** _____

Total Estimated Costs: \$ _____

Part 3: Signature

I am hereby applying for 2016-2017 MCAAP professional travel funds for the activity as described above.

Signature _____ Date _____ Rank No. _____

Office Use Only - Do Not Write Below

Date Application Received _____ Rank No. _____

Distribution Notes

Allocation of Funds yes no too late other **Amount \$** _____

Waiting List # _____ Date Funds Reallocated _____ **Amount \$** _____

Date Funds Returned _____ **Amount \$** _____