



**Engagement. Voice. Success.**



# Professional Development Policy Form

## Minnesota Alliance With Youth

### AmeriCorps VISTA

---

#### Summary

Each VISTA member serving with the Minnesota Alliance With Youth VISTA Program has \$100 allocated toward their professional development. VISTAs may use this money for fees associated with approved professional development or educational opportunities related to their VISTA project or post-service. All requests for reimbursement are subject to the approval of the Alliance VISTA Program Manager and VISTA Leader.

#### Accessing Professional Development Funds

Once an appropriate professional development opportunity is identified, the VISTA should:

1. E-mail the VISTA Leader with details (brochure, webpage, etc.) and this signed form and await approval.
2. Once approved, register for the event and indicate that a check will be sent by the Minnesota Alliance With Youth.
3. Send a copy of the paper registration form or print off the on-line registration form and send it to the VISTA Leader.
4. After the VISTA Leader has received a copy of your registration, the Minnesota Alliance With Youth will cut a check for the costs and send payment directly to the training's sponsoring organization.

\*\*\*If there is not enough time to complete these steps prior to the event, the VISTA can pay for the event and be reimbursed partly or in full by the Minnesota Alliance With Youth, as long as the training is approved by the VISTA Leader and Program Manager, the VISTA has sufficient professional development funds remaining, and the member can provide valid documentation of payment (ie a receipt).

VISTA Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VISTA Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

VISTA Leader Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member Mailing Address: \_\_\_\_\_

\_\_\_\_\_