

Professional Development Policy

Minnesota Literacy Council AmeriCorps VISTA



Every VISTA with the Minnesota Literacy Council has \$150 allocated toward their professional development. VISTAs may use this money for fees and transportation associated with professional development related to their VISTA project. VISTAs must get approval from Minnesota Literacy Council staff before attending in order to qualify for reimbursement.

Accessing Professional Development Funds

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

1. One month ahead of the event, E-mail the VISTA Leader with details (brochure, webpage, etc.) and the completed Professional Development Request Form and wait for approval.
2. Once approved, submit registration for the event, and indicate that a check will be sent by the Minnesota Literacy Council shortly.
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 Literacy Council will cut a check for the costs and send payment directly to the training's sponsoring organization. This can take up to a week.

***Should there not be enough time to complete the above steps before the event, the VISTA can pay for the event and be reimbursed by the Minnesota Literacy Council, as long as the training is approved by the VISTA Leader or Manager and the VISTA has professional development funds remaining.

***You may submit a mileage reimbursement form to be reimbursed for travel costs to any training that has been pre-approved through the Professional Development Request Form.

Helpful Places to Find Professional Development Opportunities

Minnesota Council of Non-Profits
mncn.org/events_etc.htm

Minnesota Association of Volunteer Administration
www.mavanetwork.org

Minnesota Literacy Council
www.mnliteracy.org/volunteers/training

Hands on Twin Cities
www.handsontwincities.org/

MAP for Non-Profits
www.mapfornonprofits.org

Mentoring Partnership of Minnesota
www.mentoringworks.org

Minnesota Youth Work Institute
www.youthworkinstitute.org/classes

Northwest MN Foundation Leadership and Management Trainings
www.nwmf.org/html/schedule_of_workshops

Science Museum Computer Education Classes
www.comped.smm.org

University of St. Thomas Opus College of Business Mini Masters
www.stthomas.edu/execed/miniMasters/default.html

More resources can be found on the VISTA Portal
www.mnliteracy.org/vista

