

Professional Development Funds Request

Minnesota Literacy Council AmeriCorps VISTA



Complete this form and submit it to your VISTA Leader before attending a training in order to get approval for using professional development funds and/or getting mileage reimbursement.

Member Name	Anna Preus	Date of Request	8/21/2012
-------------	-------------------	-----------------	------------------

Training Title	Middle Grades Matter
Description of Training	An introduction to the principles guiding literacy work with adolescents.
Training Date	12/12/2012
Training Location	Minnesota Literacy Council - 700 Raymond Ave, St. Paul, MN
Training Cost	\$x.xx

Organization Offering Training	Minnesota Literacy Council
Organization's Address	700 Raymond Avenue, Suite 180 St. Paul, MN 55114-1780
Training Contact	Some One
Phone/e-mail	xxx-xxx-xxxx/someone@mnliteracy.org

Please attach a registration form or any additional information that will aid in processing your development fund request.

Anna Preus

For Use by VISTA Manager or VISTA Leader

Authorized by	
Signature	
Date	/ /

If you are paying out of pocket for the training and are requesting reimbursement, please use the Miscellaneous Reimbursement Form.

VISTA completes

VISTA manager/leader completes