**WAKE COUNTY PUBLIC SCHOOL SYSTEM**

# FUNDING FOR WORKSHOP/TRAINING
### *For Instructor/Budget Manager Use Only*

**Before the workshop:**
- Workshop instructor completes and signs **Section I** of this form and submits to budget manager.
- Budget manager completes and signs **Section II** of this form – including total # of substitutes that can be paid for.
- Instructor makes copies of signed *Funding for Workshop/Training* forms for each registrant who might need a substitute (i.e., make copies for all teachers who registered, but not for principals or assistant principals.)
- 1-2 days before workshop, using roster from eSchools and mail merge, instructor inserts each eligible registrant's name and school into **Section III** on one of the copies of the signed *Funding for Workshop/Training* form.

## SECTION I: Workshop Instructor's Use Only

**Workshop Title:** _____
*(as it appears in eSchools)*

**SRN #:** _____  **Workshop Dates(s):** _____

**Expected total # of participants**: _____  **# participants who may need substitutes**: _____

**Department Name:** _____  **Contact #:** _____

**Workshop Instructor:** *(Print Name)* _____

*(Sign Name)* _____  **Date:** _____
**Instructor's Signature**

## SECTION II: Budget Manager's Use Only*

**By signing below you authorize substitute payroll expenditures for teachers and/or teacher assistants to attend the above workshop on the date(s) listed above.**

**Total # of substitutes not to exceed:** _____  **Budget Code:** _____

**Dropdown Name in Oracle:** _____

**Budget Manager:** *(Print Name)* _____

*(Sign Name)* _____  **Date:** _____
**Budget Manager's Signature**

## SECTION III: Name & School of Employee Attending Workshop
*(Instructor makes a copy of this signed form for each workshop participant. Each copy will have one participant's name & school printed in Section III.)*

**At the workshop:**
- On workshop sign-in sheet, registrants indicate if they need a substitute.
- Instructor distributes a copy of this *Funding for Workshop/Training* form at the end of the workshop to each eligible participant (up to, but not exceeding) the total number of substitutes approved for that workshop.

**After the workshop:**
- Instructor returns to the budget manager 1) the workshop sign-in sheets indicating who needed a substitute, 2) unused copies of the *Funding for Workshop/Training* form, and 3) the original *Funding for Workshop/Training* form.
- Workshop participants submit this form to their secretary the next school day, *(regardless if the employee is tracked out.)* Their secretary keys the absence using the budget code provided to get substitute paid on time.
- Secretary attaches this *Funding for Workshop/Training* to the employee's *Request to Attend Professional Learning* and maintains both forms in their school/department records for audit purposes.

**\*DO NOT USE THIS FORM FOR OUTSIDE AGENCY FUNDING SOURCES**