



RARE AmeriCorps Program Professional Development Allowance Policy

The RARE AmeriCorps Program provides a professional development allowance¹ for all RARE AmeriCorps Members to utilize during their term of service. Funds may be used to attend a conference, workshop or training (hereafter “event”), or to purchase other resources (i.e., subscription to professional magazine, annual membership, etc.).

The RARE AmeriCorps Program Director and Member must agree that the specific event or resource will contribute to the participant’s professional growth. As illustrated below, the amount of funds a RARE AmeriCorps Member is eligible to receive is based on their status as a 1st or 2nd year Member.

- 1st year RARE AmeriCorps Members are eligible to receive up to \$300 in professional development funds.
- 2nd year RARE AmeriCorps Members are eligible to receive up to \$500 in professional development funds.

Once an appropriate event or resource has been selected and agreed upon by the RARE AmeriCorps Members, they will need to contact the RARE AmeriCorps Program Director to obtain final approval. This is done by filling out and submitting a Professional Development Allowance Request Form which can be found on the [Online Docs](#) page of the RARE AmeriCorps Program website.

Funds may be used for more than one event or resource. Event costs can include registration fees, transportation, lodging or meals associated with the event. This allowance can be utilized in three ways:

Reimbursement to the participant for costs incurred

Events: Prior to attending the event, the participant must submit a travel request on [Concur](#). This pre-trip request must be submitted in addition to the Professional Development Allowance Request Form described above. The pre-trip request should include costs relating to the event which may include, but are not limited to, overnight accommodations, meals, mileage, or registration fees. After attending the event, the participant must turn their approved pre-trip request form into a post-trip travel expense report on [Concur](#). Follow the procedures and policies required of any other RARE travel expense report. A copy of the agenda, syllabus or other appropriate handout from the event along with any other required receipts must be attached to the reimbursement form. Acceptable costs up to the allowed amount will be reimbursed by the RARE AmeriCorps Program.



Reimbursement to the community/agency for costs incurred

The community or agency may submit an invoice to the RARE AmeriCorps Program requesting reimbursement for expenses related to the RARE AmeriCorps Member's attendance at an approved event or purchase of an approved resource. Copies of receipts, showing proof of payment, should be included with the invoice along with a conference agenda or other supporting documentation as applicable.

Direct payment of expenses

In some cases, it may be possible to arrange for direct payment of expenses, for example, registration fees, or subscriptions. Contact the RARE AmeriCorps Program Director in advance (at least 30 days) of the event in order to inquire about direct payments.

Deadline to submit request form

RARE AmeriCorps Members must submit Professional Development Allowance Request Forms at least 14 days prior to the end of their term of service. Failure to do so will result in loss of all remaining professional development funds.

¹ *Any additional costs beyond the allowance would be the responsibility of the participant or his/her community.*