

**SANTA ROSA DISTRICT SCHOOLS**

*Only the district Inservice Office can award points using a voucher. The Inservice Office should be consulted prior to attending the activity to verify that a component is in place.*

Upon completion of an activity outside of the district, return this voucher to the Inservice Office. **Vouchers must be received within one calendar year following the completion of the activity.**

Activities that may be reported using a voucher include:

**1. Conferences and Conventions**

Attach an agenda with times and dates highlighted to indicate sessions attended. Points will be calculated based on the number of seat time hours attended in training sessions. Registration, lunch and vendor times are excluded for Inservice.

**2. Online Courses**

A certificate of completion should be attached for any online courses not facilitated by the district. If a certificate was not awarded, specific details about the course content and any information about completion status and hours should be attached to this voucher.

**3. Educational Travel**

Attach the Educational Travel Inservice Request form, travel log and a copy of the lesson/unit used in the classroom. No more than 3 hours per day may be requested. A maximum of 30 hours may be requested in one certification window.

|                           |                    |
|---------------------------|--------------------|
| <b>Name:</b>              |                    |
| <b>Employee ID:</b>       | <b>School:</b>     |
| <b>Title of Activity:</b> |                    |
| <b>Location:</b>          |                    |
| <b>Date(s):</b>           | <b># of Hours:</b> |

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**Administrator Signature**
**Date**