



Oregon Forest Resources Institute  
317 SW Sixth Avenue, Suite 400  
Portland, OR 97204  
Tel:(503) 229-6718 Fax:(503) 229-5823

## ***SUBSTITUTE REIMBURSEMENT SUPPORT PROGRAM FOR OFRI TEACHER WORKSHOPS***

### **INSTRUCTIONS FOR SUBSTITUTE REIMBURSEMENT**

#### How to Apply for Reimbursement of Substitution Costs for Forest Education Workshops

**Purpose:** The Oregon Forest Resources Institute (OFRI) is a state agency dedicated to forestry education in Oregon. OFRI recognizes the effectiveness of teacher workshops and wishes to support teacher's forest education efforts. OFRI provides forest education workshops at the Rediscovery Forest at the Oregon Garden and at other partner locations around Oregon. Educators from around Oregon may apply for the substitute reimbursement funds to cover substitute costs associated with attending a teacher workshop offered by OFRI. In addition, OFRI will fund requests on a case-by-case basis, to those educators and schools whose opportunities to participate in such forestry-related studies are otherwise limited.

(1) Criteria:

- Requests are considered on a first-come, first-serve basis, well in advance of the event.
- OFRI will reimburse school districts \$155 per day, per participant for substitute fees. It is the school districts responsibility to hire and pay the substitute; this funding is for reimbursement only.
- Funding may only be used for direct substitute reimbursement costs associated with the forest education workshop, this funding cannot be used for travel or other related workshop expenses.
- For school districts to be reimbursed, educators must sign in at the beginning of every workshop and attend the entire workshop session.
- This funding request may only be used for an OFRI sponsored teacher workshop.
- For reimbursement, school districts will need to ensure each participant has received an approval letter prior to the workshop. After the workshop the school district will need to send OFRI an invoice for \$155, a copy of the approval letter and school federal tax identification number no later than 30 days after the workshop.

(2) Requests must be made in writing, and the **attached form** that includes the following must be returned:

- Who will be participating in the workshop – school, educator's name and contact information.
- What workshop you will be attending.

(3) Please note:

- No commitment can be made prior to approval of a written request.
- OFRI can provide a decision (approve or reject request) in approximately one week, though we can only pay actual expenses from billing after the event. **This program covers only substitutes.**
- The cost of substitute reimbursement approved of \$155 per day is the **ONLY** amount OFRI can be invoiced for.
- In order to ensure payment, OFRI must receive an invoice from the school made out to OFRI, a copy of the original approval letter you received from OFRI and your school federal tax identification number no later than 30 days after the event, or by June 15, 2007, whichever comes first.

- Fill out the form below and return to:

**Norie Dimeo-Ediger, OFRI**  
**PO BOX 463**  
**Silverton, OR 97381**

- For questions about the substitute program or OFRI information please contact Norie Dimeo-Ediger, OFRI, Rediscovery Forest Education Program, 971-673-2956 or [dimeo-ediger@ofri.org](mailto:dimeo-ediger@ofri.org)



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**SUBSTITUTE REIMBURSEMENT SUPPORT PROGRAM FOR  
 OFRI SPONSORED TEACHER WORKSHOPS**

**APPLICATION FORM FOR SUBSTITUTE REIMBURSEMENT**

<b>School</b>	_____
<b>School District</b>	_____
<b>Educator's Name</b>	_____
<b>Address</b>	_____
<b>City, ZIP</b>	_____
<b>Phone Number</b>	_____
<b>Email Address</b>	_____

Title of Workshop and Date	Amount \$ Requested
	\$155 per day (Districts must arrange for their own substitutes)

Grade Level	Number of Students Educator Reaches Per Year

<p><b>Return Completed Form To:</b>          Norie Dimeo-Ediger, OFRI          PO BOX 463          Silverton, OR 97381          Or by fax or email</p> <p>*This form and a workshop registration form can be submitted together.          For questions on substitute reimbursement contact:          Norie Dimeo-Ediger, 971-673-2956 or <a href="mailto:dimeo-ediger@ofri.org">dimeo-ediger@ofri.org</a></p>
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