

PDC FUNDING APPLICATION

Date received _____

Name _____

Workshop _____

Date of Workshop _____

Location _____

Purpose & Educational Gain* _____

If this request is granted, I will be absent from school _____ days. I have been absent from school this year _____ days because of meetings for which school was in session.

Please fill in all applicable expenses.

DO NOT include membership fees. Late registration fees will be approved on an individual basis by the committee. Maximum of \$35.00 per day meal reimbursement if meals are not included as part of the registration fee.

Registration _____ Lodging _____

Materials & Supplies _____ Substitute _____

Mileage _____ (see mileage chart on website)

Total cost _____

After attending the event, complete a recapitulation form and evaluation form, attach original receipts to the form and submit along with the original PD application to the principal. The principal will sign off on the recapitulation form and submit it to the administrative office for payment. NO reimbursement will be made without receipts. EVALUATION FORMS WILL BE GIVEN TO THE BUILDING PDC REPRESENTATIVE BY THE PRINCIPAL.

Applicant's Signature _____

Principal's Signature _____ Priority ____ 1,2,or 3

PDC Committee Signature(s) _____

***By attending workshops, etc., you are accountable for presenting your gains to your building co-workers. This may be done by sharing informally, during faculty/grade meetings, during CTA meetings, providing handouts, developing a bulleting board in the teachers' lounge, or in presenting a workshop if appropriate.**

Reason for denial (if ever necessary) _____