



# FUNDING REQUEST FORM

## CTE Conference/Training- **2024-25 Perkins** Grant Program

**NOTE:** *Only in-state conference/training requests will be accepted for Perkins funding consideration for the 2024-25 School year.*

### Instructions:

Please provide the information requested below, then forward the completed document to your site's Perkins Chair for site Perkins Committee review and consideration for funding.

Request for Perkins Funded Conference/Training - 2024-25 School Year			
CTE Teacher Requesting Funding:			
Substitute Teacher(s) Coverage Required?	YES	NO	If Yes, how many days?
Hotel Costs:	YES	NO	If Yes, what is cost per night:
Registration Fee:	YES	NO	If Yes, what is Cost?
Name of Conference/Training			
Date(s) of Conference/Training			
Location of Conference/Training			
Describe the focus/subject matter of the workshop/training:			
Describe how the skills/knowledge presented at the workshop/training will support the instructional content/activities of your CTE course(s):			

Please forward completed request form to (via district email) to Christopher Clifton, at [cclifton@lbschools.net](mailto:cclifton@lbschools.net)

Instructions for completing the 2024-25 Perkins Grant  
**Teacher Workshops/Training Funding Request Form**

If you have not completed a .pdf form before, please make sure to:

1. Open the .pdf file and add your comments.
2. Save the file (just as you would a Word document - this will save your comments on the form).
3. Email the .pdf file back to me as an attachment.