PDC Funds Request Form

Name _____ **Date Submitted** _____

School _____ **Position** _____

Type of Funds Requested:

- □ **Release Time (*Attach list of attendees with times and dates of release*)**
- □ **Presenter**
- □ **Professional Development Materials/Books (*Requisition Form*)**
- □ **Conference/Workshop (*Request for Meeting/Conference Attendance Form*)**

1. **Forms listed in parenthesis must be completed and attached to be considered for approval/funding.**
2. **Please adhere to the Professional Development Committee Guidelines for Building/District PDC Fund Allocation Processes.**

Total Funds Requested: $_____

Please give a brief description of the presenter, materials, etc. and what you hope to gain in order to improve student achievement. _____

_____

How does this request align to the district and building goals?

_____

_____

How do you plan to share information gained? (please check all that apply)

Who will you share it with?

- □ With team/department
- □ With building faculty
- □ With district faculty

When will you be sharing?

- □ Early release day/Early out building presentation (share meeting agenda & presentation/resources afterwards)
- □ District Professional Development Day
- □ Summer PD session
- □ PLC meeting (share meeting agenda & presentation/ resources afterwards)

For Use by Building PDC	For Use by District PDC	
Date Received_____	**Date Received**_____	**Date Approved** ____/____/____
□ Approved □ Denied	□ Approved □ Denied	**Amount Approved $**_____
		Travel Expenses $_____
		Substitute Expenses $_____
Building Principal	**Committee Representative**	**TOTAL APPROVED $**_____

☐ **Request sent to DPDC for National Conference Funding (requests in excess of $750)**

☐ **Request sent to DPDC for Funding of a District Presenter at a Regional or National Conference.**

FOR USE BY DISTRICT C&I OFFICE

Date Received:____/____/____ □ **Approved** □ **Denied**

Assistant Superintendent of Curriculum & Instruction _____

Form Revised 9/5/2024