

## Request for Professional Development Funding

**This must be completed at least one month prior to the requested event.**

**All requests will be reviewed by the district curriculum team.**

Person Making Request: \_\_\_\_\_ School: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Activity Date(s): \_\_\_\_\_

Title and Brief Description:

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Employee(s) Attending the Professional Learning Event:

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Explain how the requested professional development supports the implementation and use of the Florida Standards?

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Follow-Up Plan: this must include specifics of when, how and with whom this will be shared at the school site? This is one of the most important aspects of the request.

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**Estimated Project Costs - this section must total the full amount requested**

Registration: \_\_\_\_\_ Training Materials: \_\_\_\_\_

Consultant: \_\_\_\_\_ Stipends: \_\_\_\_\_

Mileage (Carpool if Possible): \_\_\_\_\_ Substitutes: \_\_\_\_\_

Tolls: \_\_\_\_\_ Hotel (No Tax): \_\_\_\_\_

Meals/Per Diem: \_\_\_\_\_ Other: \_\_\_\_\_

**Total Amount Requested:** \_\_\_\_\_

Local School Approval Signature: \_\_\_\_\_

← \_\_\_\_\_ **DISTRICT USE ONLY** \_\_\_\_\_ →

Amount to be paid: \_\_\_\_\_ Funding Source: \_\_\_\_\_

Request: Approved or Denied

Comments:

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District Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_