

## PROFESSIONAL DEVELOPMENT FUND (PDF) APPLICATION

**Directions:** Complete this fully and attach the required forms (listed below). The timeline is detailed below. The Professional Development Committee's criteria for approval appears on the reverse side of this form and must be met by each application.

**Name of Applicant** \_\_\_\_\_ **Building** \_\_\_\_\_

**Title of Workshop or Conference** \_\_\_\_\_ **Date(s)** \_\_\_\_\_

1. Explain your interest in this conference and how it fits the PDF criteria listed on the reverse side of this sheet.

2. This request is:

My first request for a conference/workshop this school year.

I have already attended one PDF approved workshop/conference this year, entitled

\_\_\_\_\_. I have used this number

of substitute days \_\_\_\_\_ to attend this previous workshop/conference.

3. Principal's comments if applicable.

4. Attach with this form:

A Conference Request Form with financial and substitute information signed by you and your principal.

Completed conference registration and brochure material.