

## Archdiocese of Louisville -- OLFE Professional Learning Funding Request Form

The person requesting the funding must be identified by name and position s/he holds in the school. If more than one person is requesting funding a list of ALL individuals' names and positions must be included with the request form. Failure to do so will delay the approval process.

<b>TOTAL Amount Requested</b>	\$ <input style="width: 150px; height: 30px;" type="text"/>
_____ Workshop Registration	Please complete Form T
_____ Consultant (Workshop Presenter)	Please complete Form C
_____ Travel Expenses	Please complete Form T
_____ Other (Books, calculators, copies, etc.)	Please include a letter of explanation with brief description of books, number of books to be ordered, and the estimated cost of books.

**How does this expenditure relate to your school's Instructional Improvement Plan or your personal Professional Growth Plan? Attach a copy of the school's Instructional Improvement Plan or your personal Professional Growth Plan.**

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Please continue on back, if necessary!

**Please explain how this expenditure will improve student learning and how that improvement will be measured. Be as specific as possible.**

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Please continue on back, if necessary!

**Please explain how you will share the information with your colleagues. Be as specific as possible.**

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Please continue on back, if necessary!

**Principal's Comments:**

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Please continue on back, if necessary!

**School Name** \_\_\_\_\_

**School e-mail address** \_\_\_\_\_

**Person requesting funding** \_\_\_\_\_

**Position/Title** \_\_\_\_\_

**Signature of principal** \_\_\_\_\_