CONFERENCE (In-Person or Online)

Submit the following:

- Completed CONFERENCE Funding Request FORM*
- Completed JCPS Title II, Part A Needs Assessment FORM*  
  *remember your Principal’s comments & signature are needed
- Your Professional Growth Plan OR your school’s Instructional Improvement Plan
- Conference registration form showing the member rate  
  (membership dues are not covered by Title funds)
- A conference brochure/flyer is required with descriptive information about the content of the conference to include cost/date(s)/time(s)/location

TRAVEL and/or HOUSING:

- **HOUSING**: Information on conference housing *(price per room, etc)* must accompany your application. If there is NO conference housing, you must include quotes from **three (3)** nearby housing venues with your funding request.
  
  **Important!!** NEVER book your hotel through a third party, such as Expedia, Hotels.com, etc. as they will not provide an itemized hotel statement, as required by JCPS. This means your hotel bill will NOT be reimbursed. Please check this BEFORE you book your hotel.

- **FLIGHTS**: QUOTES from **three (3) DIFFERENT** airlines are required for anyone travelling to/from the conference by air.  Suggestion… to save you time, the easiest, fastest and most efficient way to acquire 3 hotel and/or 3 flight QUOTES is to use a TRAVEL AGENT!!

No later than one month prior to the event....

Please mail, drop-off OR email your Funding Request APPLICATION paperwork to:

The Archdiocese of Louisville Pastoral Center

ATTN: Debbie McGillicuddy/Mary Parola
3940 Poplar Level Road
Louisville, KY 40213

OR you may email the request to us both:

dmcgillicuddy@archlou.org and mparola@archlou.org

Any questions please direct them to:

Mary E. Parola
School Improvement & Professional Learning Specialist
mparola@archlou.org

Debbie McGillicuddy
Office of Catholic Schools Professional Learning, Secretary
dmcgillicuddy@archlou.org

(502)585-3291 Pastoral Center phone 01/2022