Professional Learning
FUNDING REQUEST **DIRECTIONS**

**CONSULTANT/BOOK STUDY/RESOURCE**

Submit the following:

- Completed CONSULTANT/BOOK STUDY/RESOURCE Funding Request FORM*
- A brochure/flyer is required with descriptive information about the content of the Professional Learning session as well as an itinerary of the program to be presented with cost/date(s)/time(s)/location included.
- Completed JCPS Title II, Part A Needs Assessment FORM*  
  (*remember your Principal’s comments & signature are needed)
- Your school’s Instructional Improvement Plan

**PLEASE NOTE:**

- Prior to booking a CONSULTANT please contact Mary Parola in the Office of Catholic Schools.
- If the contract exceeds $4,999.00 a formal contract with JCPS must be developed and approved at one of the regularly scheduled JCPS Board of Education meetings and the process could take 8-10 weeks.
- All consultants/presenters are paid directly by JCPS after their workshop/presentation is completed.

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