



Professional Learning FUNDING REQUEST *DIRECTIONS*

CONFERENCE/TRAINING *(In-Person or Online)*

- Fill out and submit the following:
 - CONFERENCE/TRAINING Funding Request FORM* (see included Title Funds authorization list)
 - JCPS Title II OR Title IV Needs Assessment FORM* with school data supporting the need for attending the Conference/Training **Your Principal's comments & signature must be included on **both forms***
- Additional items that must accompany this request:
 - your Professional Growth Plan OR your School Improvement Plan
 - a blank conference registration form or conference information showing the member rate. *(membership dues are not covered by Title funds)*
 - a conference brochure/flyer with descriptive information about the content of the conference with 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.
- FLIGHTS: Include ONE QUOTE for the airline with the funding request. NOTE: You will need **three** (3) **DIFFERENT** airline quotes on the day you make your actual reservation after approval to include with your reimbursement documentation.

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

Please mail or drop-off your Funding Request APPLICATION paperwork to:

The Archdiocese of Louisville Pastoral Center

ATTN: Vivian Cornell/Mary Parola

3940 Poplar Level Road

Louisville, KY 40213

OR you may scan and email the request to
vcornell@archlou.org and mparola@archlou.org

Any questions please direct them to:

Mary E. Parola

School Improvement

& Professional Learning Specialist

mparola@archlou.org

Vivian Cornell

Office of Catholic Schools

Professional Learning, Secretary

vcornell@archlou.org