

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 or Title IV, Part A Needs Assessment FORM*
**remember your Principal's comments & signature must be included on both forms*
- Your School Improvement Plan or Professional Growth 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: Vivian Cornell/Mary Parola

3940 Poplar Level Road

Louisville, KY 40213

OR you may scan and e-mail the request to us both:

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