

MLS PTO Professional Development Fund Application

To be submitted to Principal for approval

Date of Application: _____

Date Eligible for Funds: _____

Full Name: _____

Current Teaching Assignment: _____

Conference Title	Conference Location	Conference Sponsor	Dates	Amount Requested

Check all applicable: Presenter Attendee

Briefly summarize how attending this conference will aid in meeting your TPA SMART Goal or the MLES School Improvement Goals. Attach additional pages if necessary.

IMPORTANT: Please attach a budget detailing expenses related to conference fees, lodging, and travel. Include all available quotes, etc.

For reimbursement of expenses incurred, please submit the MLS PTO Professional Development Fund Expense Reimbursement form with copies of conferences-related receipts (fees, travel, lodging, meals, etc.).

Applicant's Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Funding not to exceed \$_____ is endorsed by Principal.

Copies of signed application:

Teacher Principal MLS PTO Treasurer