

**Guidelines for Requesting Funds from District PDC**

**Special Projects Check Sheet**

Before submitting your Professional Development Activity Request forms, please check for completion of the following items. Please submit this Special Projects Check Sheet when requesting Special Projects Professional Development funds.

- \_\_\_ Complete Professional Development Activity Request forms
- \_\_\_ Attach Authorized Leave form(s) if applicable
- \_\_\_ Attach explanation or flyer of the conference or workshop explaining the purpose
- \_\_\_ Check funding sources from building/department before sending to the District PDC
  - \_\_\_ building funds
  - \_\_\_ department funds

Were you able to acquire any funds? Please list the amount you received

\$ \_\_\_\_\_ building funds

\$ \_\_\_\_\_ department funds

- \_\_\_ Please send Professional Development Activity Request forms to the Director of Special Projects, prior to the last day of the month
- \_\_\_ Have you accessed these Special Project funds before? This school year? Please explain  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_ Completed Special Projects Check Sheet