**Grandview R-2 Professional Development Registration Request**

**Form A: Pre-Workshop**

**2020 - 2021**

* Fill out all information requested
* Have your administrator sign where indicated
* Attach a copy of a bill, brochure, registration, etc. that shows fees applicable
* Submit completed form to any PDC member before the first Wednesday of the month in which you expect payment/approval

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Requested Date: \_\_\_\_\_\_\_\_\_\_\_

Workshop Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Workshop Date: \_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you attended other PDC-funded activities this year? \_\_\_ yes \_\_\_no

**Expenses:**

Registration Fee: $ \_\_\_\_\_\_\_\_\_\_

Substitute Teacher Cost ($75): $ \_\_\_\_\_\_\_\_\_\_

Total Cost: $ \_\_\_\_\_\_\_\_\_\_

Amount to be paid with PD Funds: $ \_\_\_\_\_\_\_\_\_\_

*Submit Form C for substitute teacher payment after workshop is complete.*

*Form A & B not to exceed a total of* ***$500 per school year***

Make check payable to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Administrator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\*\*Professional Development Committee Use Only\*\*

Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PDC Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_JC \_\_\_\_\_\_\_\_\_AG \_\_\_\_\_\_JH \_\_\_\_\_\_\_\_\_AS \_\_\_\_\_\_\_\_\_LW

Reason if not approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchase Order Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Further comments by PDC: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_