

# MILAN C-2 SCHOOLS

## PROFESSIONAL DEVELOPMENT FUNDS

\*\*\*PLEASE COMPLETE FORM AND SUBMIT TO YOUR BUILDING'S PDC REPRESENTATIVE\*\*\*

\*\*\*ACTIVITY MUST BE APPROVED PRIOR TO EVENT\*\*\*

NAME \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_

TITLE OF EVENT/ACTIVITY \_\_\_\_\_

DESCRIPTION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

LOCATION \_\_\_\_\_ DATE(S) OF EVENT/ACTIVITY \_\_\_\_\_

AREA (PLEASE CIRCLE)      Elementary      Middle School      High School      SPED/ELL

COST    **REGISTRATION** \_\_\_\_\_

**LODGING** \_\_\_\_\_

**MEALS** \_\_\_\_\_

**MILEAGE** \_\_\_\_\_ (\$ .45 PER MILE)

**TOTAL PROJECTED COST** \_\_\_\_\_

- Have you attended this event/activity in the past two (2) years?           YES           NO
- Will you share information from event/activity with faculty?           YES           NO

COMPREHENSIVE SCHOOL IMPROVEMENT PLAN / BUILDING-AREA IMPROVEMENT PLAN

- Does the activity align with CSIP or B/AIP?           YES           NO

Please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
APPROVED                      NOT APPROVED                      \_\_\_\_\_

\_\_\_\_\_  
APPROVED                      NOT APPROVED                      \_\_\_\_\_

\_\_\_\_\_  
ADMINISTRATOR/SUPERVISOR                      DATE

\_\_\_\_\_  
PDC CHAIRPERSON                      DATE

**STRIVING FOR EXCELLENCE IN EVERYTHING!**  
**REVISED JULY 2015**