

For PDF Committee use only:

Amount Approved: \$ _____

Date: _____

Declined

**Langley High School PTSA
Professional Development Funds (PDF) Application
2023-2024**

Principal's Approval: _____

Kimberly Greer

PTSA Member? Yes No (If not a member, please attach a \$5 check payable to "LHS PTSA" to join.)

PTSA PDF provides financial assistance to enhance your professional skills in your current position, resulting in a direct benefit to your students and/or department. **PDF cannot be used for license renewal, association dues, or towards a graduate degree unless those credit hours are also applied to a continuing education requirement.**

Maximum reimbursement is \$750 per fiscal year. PDF will cover funds for **one person, per department, per event**. The LHS PPDF will also cover \$1000 per department for one event when more than one teacher attends same events but covers different presentations. You can submit your paperwork beforehand to earmark funds, but **checks will not be issued until after the event has occurred.**

Your application packet must include:

- 1) **Completed application,**
- 2) **Registration confirmation with your name on it, and**
- 3) **Receipts and related course descriptions.**

When your PDF submission packet is complete:

- 1) Drop off a hard copy of entire packet in the PTSA Appropriations and PDF mailbox, and
- 2) Email application form to PTSA PDF Chair Heather Murphy Capps: heathermcxx@gmail.com and Nancy Ayoub: ncayoub@fcps.edu

Please contact Heather Murphy Capps at heathermcxx@gmail.com with any questions.

NAME: _____ EMAIL: _____@fcps.edu

Position or Department: _____

Course/Activity Name: _____

Please Note: Course/activity credits applied toward license renewal are NOT ELIGIBLE FOR PDF.

Institution/Organization Name: _____

Is this a virtual course: _____

Date course was taken: _____

Explain the purpose of this activity. How will it directly benefit students in your classroom, or your department:

Registration Fee\$ _____

Transportation (Mileage \$.50/mile, 500 mile limit, no tolls; \$350 limit on airfare) \$ _____

Course Materials, Hotel, Other (please list) \$ _____
(\$400 limit on hotels, \$50 daily limit on food, no baggage fees)

Total Amount Requested (\$750 maximum yearly)

\$

Applicant's Signature

Date