

For PDF Committee use only:

Amount Approved: \$ \_\_\_\_\_

Date: \_\_\_\_\_

Declined

**Langley High School PTSA  
Professional Development Funds (PDF) Application  
2022-2023**

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 \$500 per fiscal year. PDF will cover funds for **one person, per department, per event**, or the \$500 can be split within/between departments for the same event. 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 PDF mailbox, and
- 2) Email application form to PDF Chair Heather Murphy Capps: [heathermcxx@gmail.com](mailto:heathermcxx@gmail.com) and Nancy Ayoub: [ncayoub@fcps.edu](mailto:ncayoub@fcps.edu)

Please contact Heather Murphy Capps at [heathermcxx@gmail.com](mailto: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; \$250 limit on airfare) \$ \_\_\_\_\_

Course Materials, Hotel, Other (please list) \$ \_\_\_\_\_  
(\$300 limit on hotels, \$35 daily limit on food, no baggage fees)

**Total Amount Requested (\$500 maximum yearly) .....**

\$
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\_\_\_\_\_  
*Applicant's Signature*

\_\_\_\_\_  
*Date*