MEMO

TO: All Staff
FROM: Joseph DeBarbieri
RE: PROCEDURE FOR REQUESTING 2017-2018 PDC FUNDS

FALL FUNDS: Applications can be submitted beginning Tuesday September 5, 2017.

SPRING FUNDS: Applications can be submitted beginning December 1, 2017.

Any applications received prior to the dates above will not be processed out of fairness to the entire faculty and staff. You will be required to resubmit at the appropriate application date.

- The district will be making a concerted effort to offer all staff the opportunity to attend conferences throughout a school year; therefore, if you attended a conference the previous school year, priority will be given to **first time** applicants.

- No pre-payment for conferences will be accepted or reimbursed by the district. If you do prepay, you **will not** be reimbursed.

- Only two people per building should attend the same conference.

- There is a $500 limit for the registration fee and sub fee TOTAL per person.

- Complete the out the **PDC Conference/Workshop Request Application** in **MyLeaningPlan** (MLP), which can be found on the left side of the website under the Fill-In Forms section. Please be sure to read the instruction and to complete **all 6 steps** on the application (see sample). *You must upload supporting documentation.*

- Upload and attach the **registration form** from the conference sponsor and a completed **requisition form** (located in your main office).

- **Do not use the BOCES Substitute Service to secure a sub until you have received an acknowledgement through MLP that you are officially approved for the conference.**

- **PLEASE NOTE that all individuals approved for PD Conference Funds may be expected to share their learning on a full district Conference Day.**

NOTES: If you fill out the PDC Application in MLP incorrectly it will be denied or sent back for revision; unfortunately, your application will be placed back in the query at the bottom of the review process when it is received again.

For your reference, there is a copy of a sample application showing what needs to be filled out to request funds.

8/31/2017