RENFREW COUNTY CATHOLIC DISTRICT SCHOOL BOARD

APPLICATION FOR PROFESSIONAL DEVELOPMENT ACTIVITY

(Please refer to the Guidelines and Criteria for submission of Application - Form PD 4/91)

Applicant: _____ Position: _____

School/Office: _____ Location: _____

Name of Activity: _____

Date(s): _____ Place: _____

Estimated Cost		Supply Teacher Requirement
Registration Fee	_____	Yes ☐ Number of Days _____
Accommodation	_____	No ☐
Travel	_____	Estimated Cost (**Board Office use only**)
Meals	_____	days @ $ _____ = $ _____
Other (Specify)	_____	
Total	_____	**Conference/Activity Advance Request**
		Advance Requested $ _____ (NOTE 1)

PLEASE DESCRIBE, BRIEFLY, THE EXPECTATIONS YOU HAVE OF THIS ACTIVITY:

_____ _____

Date Applicant's Signature

Principal's/Supervisory Officer's Application Approval: Signature: _____

Date: _____

Charge to: _____

APPROVAL OF APPLICATION

Application Approved: Yes: ☐ No: ☐ *

Conference Activity Advance Approved $ _____ (NOTE 1)

* Your application to attend the activity has not been approved for the following reason(s):

_____

_____ _____

Supervisory Officer's/Chairperson's Signature

NOTE 1: A copy of an approved application must be forwarded to the Accounting Department for processing of the advance request.
NOTE 2: Original Receipts **must** accompany the Professional Development Activity Expense Voucher Claim Form PD 2/98. Professional Activity Expense Voucher (PD 2/98) should be completed at the end of the Professional Development Activity.