**Professional Learning Funds Approval Form Outline**

The actual form can be found here: <https://docs.google.com/a/hampton.k12.va.us/forms/d/1NMr-1oFz0pvJtavLIlhpfykkx-BbhJOMLsSZkLr1VBU/viewform?usp=send_form>

You will need to input the following information into a Google doc to apply for funds. You may use this worksheet as a planning guide before inputting the information into the final form. Note that once you begin a form in Google Docs, it cannot be saved until it is submitted.

**For ALL Professional Learning Funding Requests**

About the Applicant

* First name, last name, title or position, email, phone

Professional Learning Event Information

* Type of professional learning license renewal points (can choose Not Applicable if the participants do not have teaching licenses)
* Title of Event
* Event Location
* Grade Levels Address
* Relevant Groups (Teachers, Instructional Support, Instructional Leaders, Administrators, Coordinator and Curriculum Leaders, Others)
* Subject Areas Addressed (Career and Technical Education, Fine Arts, Foreign Language, Health and Wellness, Information Literacy, Mathematics, Science, Social Studies, General Curriculum, Leadership, Communication, Collaboration, Technology, Other)
* Date of first training
* Optional: Dates of subsequent trainings
* Maximum number of professional learning points/hours participants can earn from this session
* Standards supported (teacher, specialists, or principals only)

Objectives and Outcomes

* What knowledge and/or skills will participants gain from this session? Include the behaviors expected and criteria to determine success.
* In what ways will this professional development support learning and achievement? Outline specific measures that can be used to determine implementation success. (If this learning involves educators with teaching licenses, you must include criteria for measuring how it impacts STUDENT learning and achievement).
* How will the objectives and outcomes of this professional development be monitored in Year 1 AFTER completion of the event in year 1? Include who will monitor and how frequently, as well as any additional measures for success not already outlines above.

Travel

* Is the participant required to travel for this opportunity?
* Registration costs (by participant and total)
* Travel costs (by participant and total)
* Lodging costs (by participant and total)
* Will substitutes be required to fill participant duties during travel?

Other costs

* All other costs

Funding Source Requested (if known)

* Title I
* Title II
* Fund 50
* Other:
* Unknown

*Requests for funding $499 and less: stop here.*

**Requests for funding $500-$4999 ONLY (Tier 2)**

**Additional Questions**

Specifically describe the measures and data used to determine the necessity of this event.

**Requests for Funding $5,000+ ONLY (Tier 3)**

**Additional Questions**

Specifically describe the measures and data used to determine the necessity of this event.

What other options (including what is currently in place) have been considered in order to obtain this learning—and how does THIS opportunity potentially exceed those options?