



# ARCHDIOCESE OF LOUISVILLE

Office of- Lifelong Formation and Education

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Dear Educators:

In order to formalize and facilitate the request for and distribution of the various funds available to school personnel for Professional Development, this booklet has been developed. Enclosed in the booklet are forms to be completed when requesting funding for **any** Professional Development activity. This may include conference/workshop attendance, consultant fees, and/or **materials** for workshops that you are **presenting**.

The Professional Development Office will act as a clearinghouse and forward the application to the appropriate office that will then make the decision about the funds. Sources of funding include all Federal funds, i.e. Title II, Title IV and Title V, in addition to Gheens and WHAS Grant monies. **(Please note that Title Funds are limited for use in Jefferson County schools only.)**

Once the application has been approved, you will receive a letter detailing the reimbursement process. It is critical that you follow **all** guidelines set forth in this approval letter, as reimbursement funds are dependent on your adherence to those guidelines.

If you have any questions about the use of these forms please call Zella Frazee or me at (502) 448-8581.

Sincerely,

Terry A. Crawley  
Coordinator for School Planning and Professional Development