

**Hancock County Schools  
Professional Staff Development Council**

***Request for PSDC Funds to attend  
Trainings, Conventions or Seminars***

Date Submitted:	_____
Date Acted Upon:	_____
Approved / Denied:	_____
If approved, amount:	

**Guidelines:**

1. All requests must be submitted in writing by the first Thursday of each month.
2. The PSD Council will meet the third Thursday of each month to review funding requests.
3. Reimbursement will occur only for funds requested and **in advance**.
4. If you receive funding from the PSD Council, your name will be added to the list of possible presenters for county staff development / ISE days.

Person(s) requesting funds:	School Name	Email Address

**Conference Information**

Title of Conference / Training:	
Location:	
Dates	
Itemized Costs:	
Registration Fee(s)	
Lodging	
Meals	
Other:	
<b>Subtotal</b>	
Mileage ** ** Mileage will be considered on an individual basis.	
<b>Total</b>	

*For use by PSD Council:*

Keep a copy of this request for your records and send original to Karen Oyster at Oak Glen Middle School.