**Adult Education Leadership Fund**

**Professional Development Additional Activity Application**

**FY 2022-2023**

**The Professional Development activity listed below is a financial request from you for funds in addition to your professional development allocation.**

**1 With continued uncertainty due to COVID-19, proposals involving air travel will require firm documentation that the event will occur as scheduled.**

**2 Programs must clarify with institutional administration that travel is allowed *prior* to the submission of professional development proposals.**

|  |  |
| --- | --- |
| **Professional Development Activity** *(What is it?)* |  |
| **Estimated Cost** *(How much is it?)* |  |
| **Location and Date** *(Where & When?)* |  |
| **Description of Activity** *(Why is it important?)* |  |
| **Attendees** *(Who is going?)* |  |

This form is required for each additional PD activity funds requested.

**KBOR Staff Section**

 Approved

Denied If denied, rationale is:

KBOR Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_