

GET YOUR TRIP APPROVED

Ways to pay

Use **this to** name a funding source in your request and know who to ask about it.

Schools pay for professional learning from several sources, and a request that names a possible source is easier to approve. Every district sets its own rules, so confirm each option with your principal or the district office before counting on it.

SOURCE	WHAT IT IS	WHO TO ASK
Site or department professional learning budget	Money a school or math department sets aside each year for conferences and workshops	Principal or department chair
Title II, Part A	Federal funds that districts receive to support effective instruction, commonly used for teacher professional learning	District federal programs or curriculum office
Title I, Part A	Federal funds for schools serving students from low-income families; professional learning tied to the school plan may qualify	Principal or Title I coordinator
Curriculum implementation funds	Districts that adopted CPM may have budgeted for implementation support	District math or curriculum coordinator
Parent organization grants	Many parent-teacher organizations offer small grants for teacher requests	Parent organization president or treasurer
Local education foundation grants	Community foundations that fund teacher projects, often with a short application	Foundation website or district office

QUESTIONS TO ASK

- ☐ Is there professional learning money left in this year's budget?
- ☐ Could Title II, Part A funds cover this, and who approves that?
- ☐ Which form is required, and how far ahead is it due?
- ☐ Could the school cover registration if I cover travel?

WAYS TO LOWER THE COST

- Register by November 15 to save \$62 on full conference registration.
- Register with two or more colleagues to save \$50 per person.
- Share a hotel room and carpool.
- Attend Saturday and Sunday only, so no substitute is needed.
- Attend Saturday only (\$277 by November 15).