



# Poplar Tree Elementary PTA

13440 Melville Lane  
Chantilly, VA 20151  
(703) 633-7400

Treasurer's Use:

Check Number: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

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## Application for Staff Development Funds

Poplar Tree PTA Policy: Applications will be approved on a first-come basis until all budgeted funds have been committed. Each applicant is eligible for reimbursement up to \$100.00. One conference per staff person each year will be funded. The PTA will fund a maximum of two attendees per conference or course. Exceptions will be reviewed by the PTA board on a case by case basis.

Name: \_\_\_\_\_

Grade Level or Specialty: \_\_\_\_\_

Conference or course you are attending:

\_\_\_\_\_

Conference or course date: \_\_\_\_\_

Conference or course cost: \_\_\_\_\_

Principal concurrence: \_\_\_\_\_

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For PTA Use:

Date received: \_\_\_\_\_ Amount approved: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Date Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_

After attending the course/conference, provide this approved application, proof of payment and a copy of the conference or course registration to the PTA treasurer to receive reimbursement.