

Maine Education Opportunity Association Professional Development Fund Application

PLEASE ATTACH A COPY OF A BROCHURE OR PRINTED DESCRIPTION AND REGISTRATION FORM

Name: _____ Phone: _____

Title: _____ Email: _____

Mailing Address: _____

PROPOSED ACTIVITY

Title: _____

Description: _____

Location: _____

Dates: _____ through _____ (include travel days)
(date) (date)

BUDGET DETAILS & EXPLANATION

MEALS _____ = _____
(number of meals required)

LODGING _____ = _____
(nights and per night cost)

TRANSPORTATION _____ = _____
(if driving, calculate 30 cents/mile)

REGISTRATION/FEES _____ = _____
(attach copy of registration form)

OTHER COSTS _____ = _____
(specify)

_____ = _____
(specify)

TOTAL EXPENSES _____

TOTAL REQUESTED _____

EXPLAIN HOW THIS ACTIVITY WILL BENEFIT YOUR OWN PROFESSIONAL DEVELOPMENT AND YOUR CONTINUED SERVICE TO THE MEEOA COMMUNITY:

MEEOA EXECUTIVE COMMITTEE’S RECOMMENDATION: _____

Date: _____ **Amount:** _____

If not approved, why? _____
