



Career Pathways Office

1299 East 32nd Street, Room 9
Signal Hill, CA 90755

2018-19 CTE Incentive Grant

FUNDING REQUEST FORM - Administrator CTE Conference Attendance

LBUSD 2018-19 CTEIG GRANT: **Investment Goal 2.1:** Counselors, Administrators, and Pathway Coordinators will be trained to provide CTE students with information on career opportunities, high school pathway courses of study, college requirements, and career options.

Instructions:

Please provide the information requested below, then, forward (via district email) the completed document to Christopher Clifton, at cclifton@lbschools.net for review. Mr. Clifton will notify you via email (of approval or of additional information needed).

FUNDING REQUEST FORM - Administrator CTE Conference Attendance - 2018-19 School Year				
Administrator requesting funding:				
School Site:				
Name of Conference requested:				
Date(s) of Conference:		Conference Location:		
Itemized Conference Fees:				
Registration Fee:	\$	Air Fare Requested?	Yes	No
Hotel Accommodations Needed?	Yes	No	If so, for how many nights?	
Cost per night for hotel accommodations	\$	Hotel Room Total:	\$	
Describe how attendance at this conference will aid you in your role as a leader in the development and improvement on CTE programs at your site.				
Describe how, upon your return from the conference, you will work with your site's CTE teachers and site Leadership Team to share important information, opportunities, and ideas presented at the conference.				

IMPORTANT NOTES:

- Plan ahead for your request. Make sure you check on, and, if/once approved, are able to meet the conference's Early-Bird Registration deadline.
- Please **DO NOT** make any conference plans, pay any registration fees, or incur any other conference related charges until you receive written notification and approval for attendance. The written notification of approval will include your next steps for conference registration and submission of required district documents.

Instructions for completing the **FUNDING REQUEST FORM - Administrator CTE Conference Attendance**

If you have not completed a .pdf form before, please make sure to:

1. Open the .pdf file and add your comments.
2. Save the file (just as you would a Word document - this will save your comments on the form).
3. Email the .pdf file back to me as an attachment.