



# Career Pathways Office

1299 East 32<sup>nd</sup> Street, Room 9  
Signal Hill, CA 90755

## 2018 - 19 CTE Incentive Grant

### FUNDING REQUEST FORM - Counselor/College and Career Specialist CTE Conference Attendance

LBUSD 2018-19 CTEIG GRANT: **Investment Goal 2.1:** Counselors/College and Career Specialists 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](mailto:cclifton@lbschools.net) for review. Mr. Clifton will notify you via email (of approval or of additional information needed).

FUNDING REQUEST FORM - Counselor CTE Conference Attendance - 2018-19 School Year				
Applicant requesting funding:				
School Site Career Pathway (if assigned to specific Pathway):				
Name of Conference requested:				
Date(s) of Conference:		Conference Location:		
<b>Itemized Conference Fees:</b>				
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, upon your return from the conference, you will work with your site's CTE teachers and CTE students to share important information and opportunities presented at the conference.				
Describe how attendance at this conference will help you to better advise CTE students on CTE-related post-secondary college and career opportunities.				

#### 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.