

We the People Pennsylvania

Professional Development Budget Request

Budget requests must be submitted to Stephanie McKissic for approval. Requests need to be submitted prior to the June National Conference and any request received after that date will be considered based on available funds.

Date of Request		Amount Requested	\$
District Coordinator Trainer		Congressional District	PA -
Training Focus Location Organization	<input type="checkbox"/> We the People <input type="checkbox"/> Project Citizen	Training Date	
Training Budget Requested for 2005-2006			
Item		Estimated Costs	
Airfare			
Lodging/Room Rental			
Registration			
Communication/Publication			
Supplies and Materials			
Food			
Transportation/Transfers			
Mileage			
Services			
Total Estimated Costs			

All expenses must meet the guidelines established by the Center for Civic Education. Expense Vouchers by the Center are available on line and define the limits allowed in each category. Any request granted may not exceed the total estimated costs unless you receive prior approval from Stephanie McKissic to do so. You will be notified if the request is approved.

Digital submissions to Stephanie are preferred: send to smckissic@constitutioncenter.org
Copies of the request should be sent to Myron Yoder at yoderm@allentownsd.org

Mail submissions should be sent to: Stephanie McKissic
Education Director
National Constitution Center
525 Arch Street
Independence Mall
Philadelphia, PA 19106

<input type="checkbox"/> Request is Approved	Authorizing Signature – Stephanie McKissic
<input type="checkbox"/> Rejected due to lack of funding	
<input type="checkbox"/> Rejected due to program goals	