



**FALCON FOUNDATION
CLSD EMPLOYEE EDUCATIONAL OPPORTUNITY
2024-2025 SCHOOL YEAR APPLICATION**

Name: First _____ MI _____ Last _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ e-mail: _____

CLSD Building: _____ Position: _____

Indicate how funds will be used—

Non-credit Course Registration and/or fees Summer Educational Opportunity
 Weekend Workshop, Conference or Seminar Other Professional Development

Title of Educational Opportunity _____

Location _____ Date(s) Offered _____

Amount Requested _____ Total Cost of Opportunity _____
 [Please note: Funding requests may only range from \$50 to \$1000]

Does this opportunity require substitute staffing? YES NO If yes, for how many days? _____

Please sign below to indicate that all information provided in this application is correct.

Applicant's Signature _____ Date _____

ADMINISTRATIVE APPROVAL

Administrative approval must be secured by the applicant before applying by BOTH your building Principal and a District level administrator such as Superintendent, Director of Education, Director of Technology and Director of Business Affairs.

By signing below, I certify that there are no district or building funds available for this educational opportunity. Additionally, substitute staffing, if required, will be funded by the district.

1. Signature _____ Title _____ Date _____

2. Signature _____ Title _____ Date _____

On a separate sheet of paper, please number and respond to the following items individually:

1. Give a brief description of your educational opportunity and its purpose.
2. How will your participation in this educational opportunity positively impact your students or the larger community of the Cornwall-Lebanon School District?
3. Describe how and when you will share the information and skills you acquire with your students and/or colleagues within the Cornwall-Lebanon School District.
4. Please list itemized expenses and amount requested.
5. Please attach a flyer or copy of an advertisement describing your educational opportunity, specifying dates and costs. (Photocopies are acceptable.)



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Application Information

Obligations of Award Recipient:

1. Submit appropriate receipts to your Falcon Foundation liaison.
2. Provide a written summary describing your educational opportunity within a month of completion to your liaison.
3. Contact your liaison regarding any changes to your approved educational opportunity.
4. The Award Recipient (or a designee) is required to attend the awards reception hosted by the Falcon Foundation on the fourth Wednesday in September.

Additional Information:

- Applications will not be considered unless all parts are clearly completed.
- District staff may not use Falcon Foundation funds for coursework intended for salary advancement and/or credit reimbursement.
- Falcon Foundation funds may be used for registration and course costs only. Housing and transportation costs are not fundable.
- Funding requests can range from \$50 to \$1000. Requests may be fully or partially funded.
- Grants & Awards will complete the review of applications within one month of the deadline. Applicants will be notified by mail of award decisions within seven weeks of the deadline.
- An interview may be scheduled at the discretion of the Grants & Awards committee.
- Please keep a copy of all submitted materials for your records.
- Observe the appropriate deadline. The application deadline will be strictly enforced.

Completed Applications must be received by the appropriate deadline:

October 15, 2024: Funds awarded are to be used December 1, 2024, through May 31, 2025.

April 15, 2025: Funds awarded are to be used June 1 through November 30, 2025.

Mail or email completed application to the address below.

Mail address:

Falcon Foundation Grants & Awards
105 East Evergreen Road
Lebanon, PA 17042

Email address: falconfoundation@clsd.k12.pa.us

Please address all questions to:

John Sowizral (717) 269-9289
Falcon Foundation Grants & Awards Chairperson
or e-mail: falconfoundation@clsd.k12.pa.us

Mission: The Falcon Foundation was incorporated in 2000 exclusively for charitable, educational and scientific purposes, particularly to support or enhance the educational and enrichment opportunities (social, cultural, and athletic) for all people in the Cornwall-Lebanon community.