

## Checklist for PETL Funding Requests before submitting applications

- 1 Read the PETL Conference Guidelines.
- 2 Associate Director signature if Conference is Out of Country.
- 3 Completed all sections of the application required.
- 4 Signed the application.
- 5 Principal has signed the application.
- 6 Submission of application is ***at least 10 school days prior*** to the conference date.
- 7 Included any necessary documentation e.g. Google Map showing distance travelled from home to conference and return.
- 8 Saved application as pdf if emailing to:  
[treasurer@etfopeel.com](mailto:treasurer@etfopeel.com)