Conference/Workshop Request Form - Updated 12/1/23

All completed requests must be made per article 15.9 of the Collective Bargaining Agreement or Board Policy

MUST be received at the District Office at least 30 days in advance of the date of the event.

STEPS TO FOLLOW:

1 - Complete the Conference/Workshop Request Form (this form)

2 - Complete the Registration form until payment is requested, DO NOT COMPLETE your registration until you receive approval to attend from the District Office. PLEASE ATTACH WORKSHOP REGISTRATION/INFORMATION

3 - Payment information from the venue (Purchase Order or Credit Card Only)

4 - The principal will approve and forward to the District Office

5 - Substitute Coverage should be arranged AFTER the receipt of approval from the District Office

Name: _____

Position: _____

Admin ____ ***EL*** _____ ***Gen ED*** ____ ***SPED*** ____ ***Technology*** ____

Is a sub required? ____ ***Yes*** ____ ***No (You must follow your building procedures for securing a sub and reporting your absence.)***

Building: _____

Name of Conference: _____

Date(s) of Conference: _____ ***Time of Conference:*** _____

Sponsor of Conference: _____***Location of Conference:*** _____

Do they accept Purchase Orders ___***Yes*** ____ ***No***

Registration Fee: _____

Estimated Additional Costs:

Airfare $_____ ***Lodging $***_____ ***Meals $***_____ ***Other $***_____

Local - Mileage $_____ ***Tolls $***_____ ***Total Estimated Cost $***_____

Attendee Signature: _____ ***Date:***_____

Building Administrator: _____ ***Date:*** _____

District Office Approval: _____ ***Date:*** _____

Account Code:_____