

Directions for Completing a Conference Request Form
PLEASE READ THE ENTIRE SET OF DIRECTIONS CAREFULLY

1. All Conference Request forms must be submitted to your immediate supervisor. Use the attached form for ALL conference requests (District funded, self-pay or free).
2. **Under the current budget the District is only approving registration fees.** If your request is approved you will be personally responsible for lodging, travel and food expenditures.
3. Fill out the Conference Request Form completely- including **Sections I, II, and III** and attach the workshop or conference brochure. Please be sure to fill out the form completely, accurately and neatly to avoid delays in the approval process.
4. Submit the entire document, which includes the application and conference brochure to your immediate supervisor 30 days in advance of the conference date. A timely submission is the best way to insure your attendance at the workshop/conference, and avoid the risk not being able to attend.
5. **For all Conference Request forms,** if approved, it is your responsibility to:
 - Complete the Vendor's Conference Registration form;
 - Coordinate with the "funding source" administrator to ensure Purchase Orders are processed for registration, Secure hotel accommodations at your own expense; if needed
 - Secure travel arrangements at your own expense ; if necessary
 - Follow up and make sure you have completed all necessary steps
6. You will be notified by your immediate supervisor regarding the status of your request.
7. Submit electronically to Alison Taylor, Director of Instructional Support.

CONFERENCE REQUEST FORM

Section I- Conference Details

Lead Applicant		
Today's Date		
Title of Conference		
Date(s) of Conference		
Place of Conference		
Address of Conference		
Place of Lodging (if applicable)		
Address of Lodging(if applicable)		
Is this conference a requirement of a district initiative or existing grant?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please identify the district initiative or grant.	
Please provide a brief rationale for attending the conference.		
How will this conference assist the district and individual schools in the overall goal of school improvement and student achievement? Be specific.		
What NYS Learning Standards, content areas, and grade levels does this conference address? Be specific.		
How will you share and/or disseminate the information and the knowledge you acquired from the conference with the district and/or schools? Be specific.		
Name – Please Print		
	School	Department, if applicable
Lead Applicant		
Co-Applicant 1		
Co-Applicant 2		
Co-Applicant 3		
Co-Applicant 4		
Co-Applicant 5		

Section II- Finance/Budget

Detailed Budget Information		
Are you requesting funding for this conference? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, fill out this section. If no, skip to Section III.		
Registration Fee per person:	\$ _____ /attendee	\$ _____
Additional Comments, if necessary		
Funding Source (i.e. Grant, General Fund, Special Education, Federal and State, etc)	Code:	
Funding Source Administrator (please sign and code)	Print Name: Signature:	

Section III- Required Signatures

Conference Request Approval		
Required Signatures for Conference Request Submission to Immediate Supervisor		
Title	Signature	Date
Lead Applicant		
Co-applicant		
Co-applicant		
Co-applicant		
Co-applicant		
Co-applicant		
Required Signatures for Approval		
Principal		
Program Administrator/Coordinator (if applicable)		
Superintendent		

For Superintendent's Office Use Only

Date Request received: _____	Request Reviewed _____ Date	Copy of Conference Request Sent to: <input type="checkbox"/> Lead applicant (to be shared with co-applicants) <input type="checkbox"/> Principal <input type="checkbox"/> Coordinator, if applicable <input type="checkbox"/> Business Office <input type="checkbox"/> Federal and State Programs' Director
	<input type="checkbox"/> Approved or <input type="checkbox"/> Disapproved, if disapproved, please explain in notes section below.	
Notes:		