

TEACHERS CONFERENCE/WORKSHOP FUNDING
South Burlington School District
_____ **School Year**

Name: _____

Date of Request: _____

School: _____

<p>Principals Check Appropriate Fund:</p> <p>___ Building Staff Development Funds (Local)</p> <p>___ Teachers' SBEA Master Agreement</p> <p>___ Title II Funds ___ Title III Funds SWP ___</p> <p>___ District Funds as approved by Superintendent</p> <p>___ IDEA-B</p> <p>Amount Approved: \$ _____</p>
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I am requesting conference/workshop funding for attendance at _____.
(Conference/Workshop Title)

I understand that I am required to submit an **agenda and certificate of attendance** to the Superintendent's Office upon completion of this activity.

Teacher's Signature

Date of Event: _____ Location: _____
(Please be as specific as possible)

Event Vendor: _____ (ex. CVEDC, Cornerstone Mathematics, VRI)

Amount of Funding Requested: \$ _____ (Maximum \$2,179.00)

Please Check One:

___ Reimbursement for a registration fee already paid
(include a copy of your cancelled check or credit card receipt or e-mail confirmation showing payment received – be sure your name is visible on the receipt)

___ Registration to be sent in by Superintendent's Office
(include completed registration form with all necessary information)

Briefly describe how the relationship of the conference you are requesting to attend will support any of the Core Teaching Standards: The Learner and Learning, Content Knowledge and Skills, Instruction Practice, Professional Responsibility.

(Continued on Other Side)

How will you implement the knowledge gained in your instructional program? How will you share the information and knowledge you gain with other interested teachers/staff?

Requests for **conferences that occur between July 1 and December 31** may be submitted starting May 1 with a completed registration form.

Requests for **conferences that occur between January 1 and June 30** may be submitted starting November 1 with a completed registration form.

Payment or reimbursement process for conferences and workshops:

- Registration can be paid directly by the school district through the purchase order process. Please be aware that this sometimes takes up to 2 weeks.
- Staff can be reimbursed for registration fees if they choose to pay by credit card or check. Proof of payment must accompany a request for reimbursement.
- Staff can submit an on-line registration confirmation as proof of payment as long as there is indication that a credit card was used. Staff can also pay registration with a personal check and submit a copy of the cancelled check for reimbursement.
- Hotels do not accept purchase orders so staff will need to be reimbursed for accommodations and food by submitting receipts. Please submit **detailed** receipts for all purchases.

NOTE: All receipts should be submitted for reimbursement within 60 days of the expense.

Building

Approval:

Curriculum Area Supervisor

Date

Building Principal

Date

District

Approval:

Superintendent of Schools or
Designee

Date