

WARSAW CENTRAL SCHOOL DISTRICT

FACULTY AND STAFF REQUEST FOR CONFERENCE ATTENDANCE

STAFF MEMBER: PLEASE COMPLETE PAGE ONE OF THIS FORM IN IT'S ENTIRETY. **ADDITIONAL DIRECTIONS ARE ON PAGE TWO.**

PLEASE CHECK ONE: GENESEE VALLEY BOCES WORKSHOP OTHER BOCES WORKSHOP
 WORKSHOP COMMITTEE MEETING EVENING MEETING VISITATION

NAME(S) _____

TITLE OF PROGRAM _____ DATE(S) OF PROGRAM _____

NOTE: INDIVIDUAL STAFF MEMBERS ARE RESPONSIBLE FOR CONTACTING HELEN BARKLEY AT 786-8000, EXT. 1421 (SCHOOL) TO ARRANGE FOR A SUBSTITUTE.

LOCATION _____ DURATION _____

DESCRIPTION (PLEASE BE SPECIFIC): ATTACH A BROCHURE OR AGENDA FOR THE PROGRAM - IF NO SPECIFIC INFORMATION IS AVAILABLE, STATE WHEN YOU WILL HAVE SUCH INFORMATION. FOR COMMITTEE MEETINGS, DESCRIBE PURPOSE.

BENEFITS TO STUDENTS AND/OR DISTRICT: _____

ESTIMATED EXPENSES

REGISTRATION INFORMATION

REGISTRATION \$ _____
 MEALS \$ _____
 OTHER EXPENSES \$ _____
 TOTAL \$ _____

PLEASE CHECK ONE OF THE FOLLOWING:
 PAYMENT REQUIRED (REGISTRATION BY BUSINESS OFFICE)
 CROSS CONTRACT (REGISTRATION AT BUILDING LEVEL)
 NO FEE (REGISTRATION AT BUILDING LEVEL)

BUDGET CODE: _____

DISTRICT TRANSPORTATION REQUEST: YES NO DATE(S) _____
 (SCHOOL VEHICLE) TIME DEPART _____ TIME RETURN _____

NAME OF DRIVER: _____ NAME(S) OF PASSENGER(S): _____

STAFF MEMBER(S) SIGNATURE(S): _____ DATE _____
 (EACH STAFF MEMBER _____ DATE _____
 PLANNING TO ATTEND _____ DATE _____
 SHOULD SIGN HERE.) _____ DATE _____
 _____ DATE _____

BUILDING PRINCIPAL/IMMEDIATE SUPERVISOR RECOMMENDATION: YES _____ NO _____ DATE: _____

TRANSPORTATION (KRAL): APPROVAL _____ DISAPPROVAL _____ DATE: _____

SUPERINTENDENT: APPROVAL _____ DISAPPROVAL _____ DATE: _____

BUSINESS ADMINISTRATOR _____ DATE: _____

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OFFICE USE ONLY

<input type="checkbox"/> CROSS CONTRACT COMPLETED	BY: _____	DATE: _____
<input type="checkbox"/> REGISTRATION COMPLETED	BY: _____	DATE: _____
<input type="checkbox"/> AMOUNT PAID \$ _____	BY: _____	DATE: _____
(INCLUDES MAILING OF REGISTRATION AND CROSS CONTRACT, IF APPLICABLE.)		
COMMENTS: _____		

Directions

1. Conference/Workshop Requests must be given to Building Principal or Supervisor at least 2 weeks in advance. The names of all staff members planning to attend the workshop should be on one Conference Request Form (if additional room is necessary, please attach an additional copy of this form). All information needed for each staff member's registration should be attached to this form (i.e. completed **copies** of registration forms, motel registration information - including accommodation preferences, and other related materials). If a Cross Contract is indicated, it will be prepared in the Building Principal or Supervisor's Office and attached to the Conference Request Form and Registration Materials.
2. Upon Building Principal or Supervisor recommendation, the request (including a Cross Contract, if applicable) will be submitted to the Superintendent for approval.
3. The request will be forwarded to the Business Office. If payment is required, registration will occur from the Business Office.
4. If there is no fee involved, the registration will be done by the appropriate Building Level Office. If a Cross Contract is involved, the Cross Contract form and registration form will be sent out by the Building Principal or Supervisor's Office.

Registration is not to be completed until all approvals have been granted and this form is required.

5. Requests for **emergency faxed registrations from the Building Principal or Supervisor's Offices should be kept to a minimum**, and will not occur until all forms have been completed and approval has been granted by the Superintendent of Schools.
6. Completed forms will be returned to Principal and/or Supervisor and Staff Member by the Business Office.
7. Receipts for expenses incurred as a result of the Workshop/Conference must be submitted to the Business Office before reimbursement will be approved.
8. A written report to the Building Principal or Supervisor and an oral report to the department is expected upon the staff member's return.