

SKANEATELES CENTRAL SCHOOL DISTRICT

CONFERENCE REQUEST FORM

STAFF MEMBER: PLEASE COMPLETE PAGE ONE OF THIS FORM IN ITS ENTIRETY.
ADDITIONAL DIRECTIONS ARE ON PAGE TWO.

PLEASE CHECK ONE: CAYUGA-ONONDAGA BOCES WORKSHOP OTHER BOCES WORKSHOP
 WORKSHOP/CONFERENCE COMMITTEE MEETING EVENING MEETING VISITATION

NAME(S) _____

NOTE: INDIVIDUAL STAFF MEMBERS ARE RESPONSIBLE FOR ARRANGING FOR A SUBSTITUTE.

TITLE OF PROGRAM _____ DATE(S) OF PROGRAM _____
 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 \$ _____
 MEALS \$ _____
 OTHER EXPENSES \$ _____
 TOTAL \$ _____

REGISTRATION INFORMATION

PLEASE CHECK ONE OF THE FOLLOWING:
 PAYMENT REQUIRED
 CROSS CONTRACT
 NO FEE

BUDGET CODE (TO BE IDENTIFIED BY CURRICULUM COORDINATOR OR PRINCIPAL): _____

TEACHER(S) MUST ATTACH A COMPLETED REQUISITION FOR PAYMENT OF CONFERENCE/WORKSHOP.

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

APPROVALS

CURRICULUM COORDINATOR: YES NO _____ DATE: _____
 PRINCIPAL/SUPERVISOR: YES NO _____ DATE: _____
 SUPERINTENDENT: YES NO _____ DATE: _____
 BUSINESS ADMINISTRATOR: YES NO _____ DATE: _____

OVER PLEASE

SKANEATELES CENTRAL SCHOOL DISTRICT

CONFERENCE REQUEST FORM

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: _____		

BY: _____	DATE: _____	

DIRECTIONS

1. CONFERENCE/WORKSHOP REQUESTS MUST BE GIVEN TO BUILDING PRINCIPAL OR SUPERVISOR AT LEAST TWO (2) WEEKS IN ADVANCE. THE NAMES OF ALL STAFF MEMBERS PLANNING TO ATTEND THE WORKSHOP SHOULD BE ON ONE (1) 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. **REQUISITIONS**, 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, SUPERVISOR, OR SUPERINTENDENT'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.
4. REQUESTS FOR **EMERGENCY FAXED REGISTRATIONS 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.
5. COMPLETED FORMS WILL BE RETURNED TO PRINCIPAL AND/OR SUPERVISOR AND STAFF MEMBER BY THE BUSINESS OFFICE.
6. RECEIPTS FOR EXPENSES INCURRED AS A RESULT OF THE WORKSHOP/CONFERENCE MUST BE SUBMITTED TO THE BUSINESS OFFICE BEFORE REIMBURSEMENT WILL BE APPROVED.
7. A WRITTEN REPORT TO THE BUILDING PRINCIPAL OR SUPERVISOR AND AN ORAL REPORT TO THE DEPARTMENT/GRADE LEVEL ARE EXPECTED UPON THE STAFF MEMBER'S RETURN.

REGISTRATION WILL NOT BE COMPLETED UNTIL ALL APPROVALS HAVE BEEN GRANTED.