

This application must be received by Convention Committee, at least four (4) weeks prior to the scheduled date of the convention.

All teachers applying for convention must have completed, as a contracted certificated teacher, three (3) years in the district for in-state convention monies and five (5) years in the district for out-of-state monies.

Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone No. \_\_\_\_\_

Position/Assignment \_\_\_\_\_ School \_\_\_\_\_ Hire Date \_\_\_\_\_

Are you a member of the Organization sponsoring conference? \_\_\_\_\_ Years of Service \_\_\_\_\_

Name of Organization \_\_\_\_\_ Date Application Submitted \_\_\_\_\_

Nature of Workshop/Convention \_\_\_\_\_

Location of Convention \_\_\_\_\_ Date \_\_\_\_\_

Financial Assistance from Agency sponsoring the event, if any \$ \_\_\_\_\_

Duration of Event: Departure Date/Time \_\_\_\_\_ Return Date/Time \_\_\_\_\_

Reason for Attending \_\_\_\_\_

Have you ever received In-State or Out-of State Convention monies? \_\_\_\_\_ When? \_\_\_\_\_

Teachers may attend conventions once every three (3) years for in-state and once every five (5) years for out of state.

**EXPENSE:** If traveling by car, the applicant should use the current district mileage rate to calculate the expense requested. Call the Personnel Office (734-4800) for per diem rate. The air travel allowed is "coach" or "tourist" minus tax charges since educators are given a tax-free exemption. Registration will be paid 100%; travel, hotel, per diem allowance and other expenses will be paid according to the formula: 100% of first \$100 and 90% of second \$100; 75% thereafter.

Expense Estimate:	Travel: Auto or Air	\$ _____	Per Diem/day	\$ _____
	Hotel	\$ _____	Registration	\$ _____
	Other costs (specify)	\$ _____	Total Travel Expense Estimate	\$ _____

Principal's consent to be absent from school: \_\_\_\_\_

Principal's Signature

Amount Approved: \$ \_\_\_\_\_

\_\_\_\_\_  
Chairperson, Convention Committee

\_\_\_\_\_  
Superintendent or Designee

Comments: \_\_\_\_\_

**NOTE:** A YELLOW voucher must be submitted with copy of convention request approval before any money will be issued. To SHARE Convention Notes elementary teachers should report to their faculties and secondary should report to their departments.

<b>For District use</b>	
Total estimate	\$ _____
minus registration	\$ _____
minus	\$200.00
Balance	\$ _____
75% balance	\$ _____
Registration	\$ _____
100% of 1st \$100	\$ _____ \$100.00
90% of 2nd \$100	\$ _____ \$90.00
75% of balance	\$ _____
Total approved	\$ _____