

Olympia School District Conference/Workshop Approval and Visitation Fund Request

STEP 1: Please fill-in-the blanks below regarding the conference/workshop you wish to attend. (Please word process or print clearly.)

Today's Date: _____ Date(s) and Time(s) of Conference/Workshop to be attended: _____

Name(s): _____ School: _____

Title of Conference/Workshop: _____

This conference/workshop relates to my building assignment and supports the building plan in this way:

I / We will use this conference/workshop in this way:

STEP 2: Please attach a copy of the conference/workshop flyer and completed registration(s) information.
Please complete and attach a District *Travel Request* form, if needed.




STEP 3: Funding: Please check and answer one or more of the blanks below regarding a request for funding.

- a. _____ Building Visitation Funds to pay for conference/workshop registration(s)
- a.1. Total cost of conference/workshop registration(s) fee \$ _____
- b. _____ Building Visitation Funds to pay for substitute(s) at \$130 per day b.1. Total cost of Sub Days Needed \$ _____
- b.2. If this is a group request, how many subs are needed per person per day? _____
- c. _____ Building Visitation Funds to pay for other expenses c.1. Total Estimated Cost of Other Expenses \$ _____
- c.2. Explain Other Expenses: _____
- d. Total Visitation Budget Request: \$ _____

STEP 4: If requesting staff development hours or LID make-up hours, please check the item below. *(must occur outside regular school day)

- a. _____ * Staff Development Hours a.1. Total # Staff Development Hours Requested _____
- b. _____ * Learning Improvement Days (LID) b.1. Total # of LID Hours Requested _____

STEP 5: Return this form with flyer and completed registration to your Staff Development Coordinator or inservice team in your building.

-  Building Inservice Approval (SDC or building inservice rep) _____ Yes _____ No
- Signature: _____ Date: _____
-  Principal's Approval _____ Yes _____ No Building Budget Code: _____
- Signature: _____ Date: _____
-  District Approval (Staff Development and LID) _____ Yes _____ No _____ Not Applicable
- Signature: _____ Date: _____

STEP 6: Once funding is approved, pay registration with the procurement card. See building/ secretary/SDC/principal for the process.

STEP 7: To claim approved items, submit the applicable documentation to the building Staff Development Coord., secretary or principal:
Compensation Time Slip for staff devel. hours, *Absence Slip* for sub time, *Travel Expense Voucher*, and verification of attendance.

Out of district conference or workshop clock hours are not included in your School Building Staff Development Plan.
You must apply through the workshop sponsor for credit or clock hours.