

## Professional Meeting//Conference REQUEST

Name \_\_\_\_\_ Date \_\_\_\_\_

Name/Title of Meeting/Conference \_\_\_\_\_

Date(s) of Meeting/Conference \_\_\_\_\_ Cost \$ \_\_\_\_\_

Length of Meeting/Conference \_\_\_\_\_ All Day \_\_\_\_\_ ½ Day \_\_\_\_\_ Other \_\_\_\_\_

Location of Meeting/Conference \_\_\_\_\_

Hotel Room Required \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ How many nights \_\_\_\_\_

Substitute Needed: \_\_\_\_\_ Yes \_\_\_\_\_ No

(Please attach info/paperwork on conference)

Purpose of Conference/Meeting -

*\*Any staff member attending a professional meeting or conference may be asked to present what was learned at an in-service or staff meeting.*

_____ Approved	_____ Not Approved	Comments _____
_____		
_____		
_____ Administrator	_____ Date	