

STROUDSBURG AREA SCHOOL DISTRICT

CONFERENCE REQUEST FORM

Procedures: Your request must be received by Central Administration at least 30 days prior to the event. Please attach descriptive information relative to the conference. A conference expense report must be filed within 5 days of return to duty. **Reimbursement expenses must be supported by applicable receipts including itemized credit card receipts.** A report on the conference you are attending must be submitted to the Office of the Assistant Superintendent for Curriculum and Instruction by the end of the month in which the conference was held.

Note: If school is delayed or canceled on the day of the conference/workshop due to weather or some other reason and the employee chooses to attend the conference/workshop, he/she does so at his/her own risk and will not be compensated in any way for an "additional" workday.

Conference Overview:

Name:	Date Request Submitted:
Building:	Grade Level/Department:
Conference Title:	Substitute Needed: ☐ Yes ☐ No
Conference Start Date:	Conference End Date (If more than 1 day):
In-Person Conference Location Address:	Virtual Conference Participation Location (Note where you intend to be present when participating in the conference):

Alignment of Conference to District Goals:

What instructional goals will be met by your attendance at this conference?	
Explain how your attendance at this conference will benefit your students and our District's goals and objectives.	
Describe your plan to share information with other members of your department/grade level.	
List all other conferences/workshops requested for this year.	

Conference Expenses:

	Estimated Expense
Conference registration or fees	\$
Mileage (at approved district rate) or airfare	
Lodging	
Meals	
Substitute Coverage (\$150.00 x _____ days)	
Other (Please provide itemized list)	
TOTAL	\$

Applicant's Signature: _____

Position	Signature	Approval	Date
Building Principal		Approved: ☐ yes ☐ no	
Director		Approved: ☐ yes ☐ no	
Supt/Asst Supt		Approved: ☐ yes ☐ no	

CONFERENCE DOCUMENTATION MUST BE RECEIVED WITHIN 30 DAYS OF ATTENDANCE