

**TEACHERS CONFERENCE/WORKSHOP FUNDING**  
**South Burlington School District**  
**2016-2017 School Year**

Name: \_\_\_\_\_

Date of Request: \_\_\_\_\_

School: \_\_\_\_\_

<p><b>Principals Check Appropriate Fund:</b></p> <p>____ Building Staff Development Funds (Local)</p> <p>____ <b>Teachers' SBEA Master Agreement (\$80,000.00)</b></p> <p>____ Title II Funds</p> <p>____ District Funds as approved by Superintendent</p> <p>____ IDEA-B</p> <p><b>Amount Approved: \$</b> _____</p>
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I am requesting conference/workshop funding for attendance at \_\_\_\_\_ .  
(Conference/Workshop Title)

I understand that I am required to submit an **agenda and certificate of attendance** to the Superintendent's Office upon completion of this activity.

\_\_\_\_\_  
Teacher's Signature

Date of Event: \_\_\_\_\_ Location: \_\_\_\_\_  
(Please be as specific as possible)

Event Vendor: \_\_\_\_\_ (ex. CVEDC, Cornerstone Mathematics, VRI)

Amount of Funding Requested: \$ \_\_\_\_\_ (Maximum \$1,772.00)

Please Check One:

- \_\_\_\_\_ Reimbursement for a registration fee already paid  
**(include a copy of your cancelled check or credit card receipt or e-mail confirmation showing payment received – be sure your name is visible on the receipt)**
  
- \_\_\_\_\_ Registration to be sent in by Superintendent's Office  
**(include completed registration form with all necessary information)**

Briefly describe how the relationship of the conference you are requesting to attend will support any of the Core Teaching Standards: The Learner and Learning, Content Knowledge and Skills, Instruction Practice, Professional Responsibility.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Continued on Other Side)

How will you implement the knowledge gained in your instructional program? How will you share the information and knowledge you gain with other interested teachers/staff?

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Requests for **conferences that occur between July 1 and December 31** may be submitted starting May 1 with a completed registration form.

Requests for **conferences that occur between January 1 and June 30** may be submitted starting November 1 with a completed registration form.

**Payment or reimbursement process for conferences and workshops:**

- Registration can be paid directly by the school district through the purchase order process. Please be aware that this sometimes takes up to 2 weeks.
- Staff can be reimbursed for registration fees if they choose to pay by credit card or check. Proof of payment must accompany a request for reimbursement.
- Staff can submit an on-line registration confirmation as proof of payment as long as there is indication that a credit card was used. Staff can also pay registration with a personal check and submit a copy of the cancelled check for reimbursement.
- Hotels do not accept purchase orders so staff will need to be reimbursed for accommodations and food by submitting receipts. Please submit **detailed** receipts for all purchases.

**NOTE: All receipts should be submitted for reimbursement within 60 days of the expense.**

**Building  
Approval:**

\_\_\_\_\_  
Curriculum Area Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Principal

\_\_\_\_\_  
Date

**District  
Approval:**

\_\_\_\_\_  
Superintendent of Schools or  
Designee

\_\_\_\_\_  
Date