

# Beecher Community School District



## Conference Request Information

<b>Funding Sources:</b>	Any and all funding streams in the district
<b>Applies to:</b>	All Staff
<b>Basic Information:</b>	
<p><b>Procedural steps:</b></p> <ol style="list-style-type: none"><li>1. Seek building administrative approval.</li><li>2. Fill out Conference Request Form.</li><li>3. Fill out PD Request for Data Form.</li><li>4. Submit Conference Registration Form (see below).</li><li>5. Obtain administrative signature of approval for alignment to SIP.</li><li>6. Send all three (3) forms to the Director of State and Federal Programs.</li><li>7. Approval will come from the Director of State and Federal (for approval of financial funding stream). Approval occurs once all required information has reached the accurate personnel / department.</li><li>8. Your absence for days at the approved conference / PD will be scheduled by the Director of State and Federal Programs through the Administrative Assistant. A confirmation email will be sent to you stating your conference attendance days have been scheduled through AESOP.<ol style="list-style-type: none"><li>a. Please realize that you are able to create a Preferred Substitute List on AESOP attendance system for any absences you may incur. In doing so, it will better assist your students when you are absent.</li></ol></li></ol>	
<p><b>Forms Required:</b></p> <ol style="list-style-type: none"><li>1. Conference Request Form:<ul style="list-style-type: none"><li>o Must be filled out completely.</li></ul></li><li>2. PD Request for Data:<ul style="list-style-type: none"><li>o The initial information, including data to be used for evaluation, must be completed before sending the request packet over for processing.</li></ul></li><li>3. Registration Form for the specific conference:<ul style="list-style-type: none"><li>o Print and fill out as completely as possible.</li></ul></li></ol> <p><b>*** <u>All forms must be sent together to the Office of State and Federal Programs as a request packet and signed by the staff member's direct administrator.</u></b></p>	
<p><b>Conference Registration Forms:</b></p> <ul style="list-style-type: none"><li>o For conferences at GISD, please enroll yourself and send a copy of the confirmation in request packet:<ul style="list-style-type: none"><li>✓ If conference is not approved, an email will be sent back to the individual with explanation (you will then need to go back into GISD to cancel your enrollment).</li></ul></li></ul>	

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- For all other conferences, obtain/print a copy of the conference registration form (if possible):
  - ✓ Fill out the forms as completely as possible (including accurate phone numbers, addresses, and all other required information).
  - ✓ Make sure to select workshops/sessions/topics if offered.
- For registration forms that cannot be printed:
  - ✓ Attach a copy of the website address where the form is located.
  - ✓ Write out as much of the required information from the registration form to assist in prompt enrollment.
- The Business Office will register you for the requested conference along with making required travel and overnight accommodations if needed and approved.
  - ✓ If you have specific travel preferences (travel times or hotel requests), please include this information when submitting your forms. We will do our best to accommodate your requests, but cannot guarantee them.
- Confirmation will be sent to you from the Business Office

### **Travel / Lodging:**

The Business Office will make all travel and lodging reservations. If a flight is required, the Business Office will book the flight based upon conference start and end dates. We strive for the best prices; which may mean lay-overs and leaving the same day as the conference ends.

If overnight accommodations are required, we will do our best to place you in single room assignments (this is funding and availability dependent).

With regards to hotel incidentals: You are responsible for any and all incidentals.

### **Conference Cancellations / Conference Change Requests:**

If a staff member has been registered for a conference and must cancel or rearrange it, the staff member will incur any and all non-refundable charges along with any and all cancellation / change fees. These fees include and are not limited to: price of a plane ticket, car rental fees, registration cancellation fees, etc.

#### **Please Realize:**

*Due to the fact that most conferences are federally funded and have stringent requirements any cancellation and/or change fees are not allowed to be charged against a federal grant. Therefore you **will** incur the costs.*

### **For Reimbursements:**

For all Beecher Employees: No staff members will be paid in advance for attendance at a conference.

Any allowable reimbursement occurs after completion of the following:

- ✓ Completion of the Travel Expense Reimbursement Form

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- List all expenses by date of occurrence
- Attach original itemized receipt for expenses
- ✓ Obtaining appropriate administrative signatures (building administration and Director of State and Federal Programs).
- ✓ Director of State and Federal programs will review itemized expenses for appropriateness. Once approved will submit documentation to the Business Office.
- ✓ **No reimbursements will be processed if overnight accommodations were required without a hotel receipt.**

Turnaround time for expense reimbursements: Please note that reimbursements will be sent to you on a separate check in approximately three weeks after receipt with appropriate administration signatures and documentation.

Requests received a week (7 days) prior to a board meeting will be processed for approval at that consecutive board meeting. Anything received outside of this window will be processed with the next board run.

*For direct questions, contact your building administrator. For questions related to federal funding in the Early Head Start Program, contact the Program Manager. For questions related to federal funding in grades K-12 and adult education level, contact the Director of State and Federal Programs.*