

SOUTHERN WELLS COMMUNITY SCHOOLS
PROCEDURE FOR ATTENDANCE OF A STAFF MEMBER AT A
WORKSHOP, CONFERENCE OR EDUCATIONAL MEETING

Expenses for school personnel to attend workshops, conferences or other educational meetings is allowed only when the attendance is requested by the Superintendent and approved by the Board. Such a request by the Superintendent will usually involve consultation with the Building Principal who works directly with the staff member.

However, a staff member may initiate a request and receive permission to attend a conference by convincing the Building Principal of the value of a given meeting and receiving final approval from the Board. Due to limited funds, expenses will be allowed on the basis of value of a given meeting as finally determined by the Superintendent and the Board.

If attendance at a meeting involving a regular work day is approved by the school corporation, a "Conference Report Form" is to be completed and returned to the Superintendent's Office.

Any Southern Wells staff member desiring to attend a workshop, conference, or educational meeting involving absence from a regular work day assignment, must complete the following form in duplicate and return to the building principal. The building principal will need to approve the request before submitting the request to the Superintendent's Office. This form must be in the Superintendent's Office before a regular School Board meeting so that approval may be granted or disallowed.

Person Requesting _____

Date and Place of Meeting _____

Name of Meeting _____

Purpose of Meeting _____

Procedure for Disseminating Information to Other Staff Members _____

Is a Substitute Necessary? _____

ATTENDANCE APPROVAL: Principal _____

Superintendent _____

School Board _____

LAPTOP COMPUTER REQUESTED for Conference Yes / No

EXPENSES APPROVED:

Mileage/Vehicle _____ Time Vehicle Needed _____ until _____

Meal Expense _____ Lodging _____

Conference Fees _____