



Professional Conference/Workshop Pre-Approval Form

Date of Request:	Building:
Name:	Position:
Section 1: Conference Details	
Title:	
Date(s):	
Location:	
Date(s) substitute teacher is needed:	
Are you facilitating a session? YES NO If yes, please describe.	
Section 2: Estimated Conference Expenses	
Registration fee:	Registration deadline:
Lodging:	
Travel:	
Parking:	
Meals:	
Section 3: Professional Development Plan Details	
Please provide details describing the objectives, topics, and content that will be covered during this activity:	
Briefly explain what you intend to learn or gain from attending this activity:	
How will this event benefit your professional practice:	

Staff Member Signature:

Date:

Please attach a copy of the agenda to the pre-approval form.

Section 4: Building Administrator/Direct Supervisor and Curriculum Director Approval

Building Administrator/Direct Supervisor

Director of Curriculum or Special Education
(Approval required for instructional conferences)

Conference/Workshop request is:

- Approved
- Denied

Building Admin/Direct Supervisor Signature:

Date:

Which expenses will be covered by Northview Public Schools?

- Registration
- Travel
- Meals
- Lodging
- Parking
- Substitute costs
- Other

Funding Source:

Account Number:

Conference/Workshop request is:

- Approved
- Denied

Curriculum Director Signature:

Date:

Which expenses will be covered by Northview Public Schools?

- Registration
- Travel
- Meals
- Lodging
- Parking
- Substitute costs
- Other

Funding Source:

Account Number:

Section 5: District Approval

Conference/Workshop request is:

- Approved
- Denied

Superintendent/Deputy Superintendent Signature:

Date:

Professional Conference/Workshop Approval Process

- Staff member completes a *Professional Conference Workshop Pre-Approval Form* and submits to their building principal/direct supervisor at least one month prior to the start of the conference.
- The Building Principal reviews the request, consults with the Director of Curriculum or the Director of Special Education, and completes Section 4. The Director of Curriculum or Director of Special Education signs and, if approved, submits the completed form to the Superintendent/Deputy Superintendent.
- Superintendent completes Section 5, sends completed *Professional Conference Workshop Pre-Approval Form* to the staff member, the building principal, the Director of Curriculum, and the Business Office.
 - Upon receipt of approval, staff member's may register for the conference/workshops and make all other necessary arrangements. Please see Building Administrative Assistant for use of a district credit card to pay for registration and any other prepayments.

Professional Conference/Workshop Guidelines

General Attendance:

- Professional development through conferences is a desired opportunity for our Northview staff members. Rotating attendance among colleagues is essential to our professional community.
- Full participation at the conference/workshop is expected.
- Funding for conference participation is not guaranteed and must be pre-approved by the building principal, Director of Curriculum, and Superintendent.
- All expenses **MUST** be paid for by using a district credit card. After receiving notification that the conference/workshop was approved, the staff member is to work with their Building Administrative Assistant for immediate registration and/or reservations. The staff member is also to reserve a district credit card, upon approval, for the attendance dates, by calling the Administration Building.
- The participant must submit original receipts for all charges along with the *Professional Conference/Workshop Reimbursement Request Form* to the Business Office within one week after the conference/workshop.

Substitute costs:

- The staff member is responsible for securing a substitute teacher through RedRover.
- The building principal and/or BAA is responsible for ensuring participation does not impact building coverage.

Meal Allowance:

- Only meals not provided by the conference will be funded.
 - For a half-day conference, meals will not be funded.
 - For a full-day local conference, lunch will be funded (if not provided by the conference).
 - For an overnight conference outside of Kent ISD, meals not provided by the conference will be funded.
- Per person meal allowance:
 - Breakfast: Up to \$15, including 20% gratuity.
 - Lunch: Up to \$20, including 20% gratuity.
 - Dinner: Up to \$30, including 20% gratuity.
 - Alcoholic beverages will not be funded and can not appear on a district purchasing card.

Lodging:

- One-day conferences greater than 60 miles from Northview Public Schools are eligible for one night of single-occupancy lodging.
- Multiple-day conferences greater than 60 miles from Northview Public Schools are eligible for single-occupancy lodging for the length of the conference. For example, if the conference is two-days, then two nights of lodging will be covered by the district.
- If lodging is approved, rooms will be funded based on the conference-rate and upon single-person occupancy.
- Tax-exempt documentation must be submitted to the hotel upon check-in and/or check-out.

Travel:

- Round-trip mileage for conferences will be reimbursed at the IRS mileage rate as outlined in the employee group agreement/Collective Bargaining Agreement.
- The point of origin and return, for mileage reimbursement, is Northview Public Schools.
- Staff members are responsible for tracking and submitting the [mileage reimbursement form](#) to the Business Office within two weeks of the conference date. Please include a map demonstrating mileage to the conference from Northview Public Schools.
- When multiple participants are attending a conference workshop, please consider requesting a Northview Public Schools Transit Van from the Transportation Department.

Parking allowance:

- Up to \$30 per night, if not provided by the conference and/or hotel.