



# BALDWIN-WHITEHALL SCHOOL DISTRICT Conference Request Form

This request is to be submitted 30 days prior to the date of the conference.  
An outline of the conference program must be attached.

Name _____	Budget Account _____
Conference _____	School/Department _____
Sponsoring Organization _____	Location (City & State) _____
	Date(s) of Conference _____

What is the purpose of the conference/workshop? (What do you expect to learn from your participation?)

Are you a member of the sponsoring organization?  Yes  No

Are you a presenter or on the conference committee?  Yes  No

This conference will require a substitute for \_\_\_\_\_ days.

### ESTIMATED EXPENSES:

Registration (not to include organization dues) \$ \_\_\_\_\_

### FOR OVERNIGHT STAY ONLY:

Transportation: (type to be used) \_\_\_\_\_ \$ \_\_\_\_\_

Meals \_\_\_\_\_ days \$ \_\_\_\_\_

Room \_\_\_\_\_ nights \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

If approved, I request payment for the registration fee of \$ \_\_\_\_\_ be made payable to:

Organization \_\_\_\_\_ Address \_\_\_\_\_

If this request is approved, I will submit to the Superintendent's Office within **one week** upon my return:  
(1) Conference Expense Account, including detailed, original receipts for all expenses and (2) Conference Evaluation.

Professional Employee \_\_\_\_\_ Date \_\_\_\_\_

Building Principal/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Superintendent of Schools \_\_\_\_\_ Date \_\_\_\_\_

The request to attend the conference described above  is approved  is not approved