



Conference/Workshop Request Form

Name _____ Position _____ Date _____

Request is hereby made to attend the _____

Sponsored by the _____

In _____ beginning _____, 20__ and ending _____, 20__. I (am) (am not) a paid up member in good standing of the sponsoring organization.

I expect to go to and from the _____ by _____

Estimated expenditures will be:

Registration fee _____

Meals _____

Room _____

Attendance at this _____ will necessitate my being away from my duties for _____ days.

Reimbursement for the expenses of this _____ by the Board of Cooperative Educational Services (is) (is not) requested.

Signed
Approval Recommended by:

Date

Director

Date

District Superintendent

Date

Written Summary Required