APPLICATION FOR CURRICULUM CONFERENCES AND PROFESSIONAL MEETINGS

The Ohio County Board of Education strives to improve and enrich the quality of its staff by encouraging attendance at curriculum conferences and professional meetings. Board policy allows staff to be reimbursed at policy rates and substitutes hired when monies are available for approved conferences and meetings. The following form must be completed and submitted to the employee's immediate supervisor or principal for approval. In turn, the supervisor or principal will submit the form (one copy only) to the office of the assistant superintendent for final approval. An approved copy will be returned to the supervisor or principal. Applicants are requested to share their experiences with their peers.

Applications are to be submitted at least 15 days prior to the conference/meeting.

NAME _____ SCHOOL/LOCATION _____ TODAY'S DATE _____

NAME OF CONFERENCE/MEETING _____ LOCATION _____ DATE(S) _____

Is a Conference Program or Description of the Meeting Enclosed? ☐ Yes ☐ No

Is a Substitute Needed? ☐ Full Day ☐ Half Day Date(s) _____ ☐ No

If expenses are being provided by an organization other than Ohio County Schools, please list the name of the organization: _____ Expenses Not Requested: ☐

Expenses Requested From the Following Source: (Check one)

		Reading	Mathematics	Content Areas	21st Century Technology
Title I	☐				
Title II	☐				
Title IV Safe & Drug Free	☐				
Title V	☐				
Principal's Account	☐				
General Account	☐				
Special Education	☐				
Staff Development	☐				
Vocational	☐				

ESTIMATED EXPENSES
FOR REIMBURSEMENT

Transportation _____
Meals – Number _____ _____
Housing _____
Registration _____
Miscellaneous _____
TOTAL 0.00

Do Not Write in This Space

Approved with expenses _____
Approved without expenses _____

Limits_____
D/A Superintendent's Approval:

_____
Signature Date

Immediate Supervisor's/Principal's Approval:

_____
Signature Date

10/08

PRINT ON YELLOW