Directions for Making a Conference Request

1. **Obtain and complete a "Faculty Conference Request" form.** This form can be obtained from the JGSC website (http://www.jgsc.k12.in.us) ~~a faculty handbook, or school office personnel.~~ Complete the form, print it and

under faculty resources

Section A. The name of the conference does not always reflect the name of the sponsor. Section A requests both. For example, a request to attend a "Four Blocks" training workshop gives no indication as to what organization is sponsoring the event. The conference - "Four Blocks Training." The sponsor- Northern Indiana Educational Service Center (NIESC) - be sure to include both.

Section B. Self-Explanatory

100.00　　　　　　50.00

Section C. Estimate conference costs. A full-day substitute is a cost of $~~80.00~~; a half-day sub. is $~~40.00.~~ Enter the number of miles (round trip) in the mileage block. Estimate meals, room costs, rental car/gas and conference registration. The total will be calculated automatically if the form is being completed ~~on the computer.~~ online.

Section D. For any conference that has a cost, a requisition form must also be completed *and submitted along with the conference request form. Requisitions can be downloaded from http://www.jgsc.k12.in.us/forms.htm.*

1. If the faculty member indicates on the request form that the corporation is to send in the conference registration, a completed registration form for the conference must also accompany the request form and the requisition. Be sure that the address to where the conference registration is to be sent is included. Incomplete requests will be returned to the faculty member, unprocessed.

2. **In the case of online registrations**, an electronic confirmation will serve as a completed conference registration form to be submitted with the conference request form and the requisition form. Call the administration office to obtain a P.O. or credit card # and write it on the top of the requisition form.

3. The corporation can not, in a timely manner, process conference requests and registrations when requests are made two weeks or less before the conference date. In these situations, the faculty member requesting the conference must be responsible for processing conference registrations and for covering approved conference-related costs. Claims for reimbursement of approved costs may be submitted following the conference.

Section E. Request forms will be returned to you marked 'approved' or 'not approved.' Approved requests will also include a claim form with which to request reimbursement for all receipted pre- approved conference costs following the conference.

Following attendance at a conference:

A. File a report
Following attendance at a conference, a written report of no more than one page in length must be submitted to the principal and the superintendent summarizing the conference and your perceived value of its content. Conference reports will be shared with the school board members Principals may choose to share information from conference reports at a building staff meeting, or ask the staff member to do so.

B. File a claim for reimbursement
Original receipts (no copies) for pre-approved conference costs may be submitted with a completed claim form to the corporation treasurer for reimbursement. "Directions for filing a claim for reimbursement" can be downloaded from http://www.jgsc.k12.in.us/forms.htm
If the conference you are requesting meets on multiple, non-consecutive dates, make a copy of the approved conference request form to submit with each claim for reimbursement. For example, if the conference meets once in October and again in February, submit an approved request form with each claim filed.

~~**C. Complete Leave Affidavit**~~
~~After an absence a "Leave of Absence Affidavit" will be placed in your staff mailbox. Confirm that "conference" is the reason identified for the absence, and that the name of the conference is listed (fill it in if it does not appear on the form.) Sign and date the affidavit and return it to your school secretary or administrator.~~