

CONFERENCE ATTENDANCE
APPLICATION FORM

Submitted Date: 10/31/22

TO: Mr. Kevin Stull, SUPERINTENDENT
Garrard County Board of Education

I hereby request permission to be absent for my school duties in order that I may attend the following meeting or conference:

Date of Conference: 02/13 - 02/15

Location of Conference: Colorado Springs, CO

Purpose:

(A) Staff Development ✓ How? Train staff to implement the link crew transition program at GCHS.

(B) Position Requirement _____ How? _____

Does this request directly relate to the Comprehensive School/District Improvement Plan? _____

How? By supporting school safety, anti-bullying and overall social-emotional well-being.

Sponsoring Agency The Boomerang Project

Expenses Involved Registration (includes Hotel / meals) \$ 9,735
Flights not included

Will the Board be billed directly for registration and/or lodging? _____ If yes, please attach a Request to Purchase along with your conference form to obtain a Purchase Order Number.

Will you pay for the expenses and request reimbursement? _____

Will another employee attend this activity? Yes If yes, did you share transportation? No, it will be airfare.

If did not share, why? _____

***** (Must be completed to get approval for conference attendance) *****

Expenses Paid By: Gear Up is fully reimbursing the cost.

Fund Account #: 000 2118 0329 379JG (inclusive Registration)

Substitute Needed: Yes _____ NO ✓

Employee Name: Jessica Woods, Amy Whitt
Jonny Yates

School/Location: Garrard County High School

Approved: [Signature] Date: 10/31/22
(School Principal/Supervisor)

Approved: _____ Date: _____
(Superintendent)