



### Request to Attend Conference / Meeting

**THIS FORM MUST BE COMPLETED AND APPROVED BEFORE REGISTERING FOR THE CONFERENCE/WORKSHOP.**

Individual Attending Heather Steinbacher  
Name of Conference PAGE: Pennsylvania Association of Gifted Education  
Location of Conference Pocono Manor, PA  
Date(s) Oct. 17-18, 2022 Days of Week Monday & Tuesday

Are you an active member of the organization sponsoring this event?  Yes  No  
Is this conference directly related to a classroom assignment?  Yes  No

Purpose of conference:  
The theme of the conference is "Forward Thinking: the Future of Gifted Education." The purpose is to learn effective educational strategies for gifted learners and to collaborate with gifted educators in PA.

Number of school days absent for conference/meeting: 2  
Total number of days requested for conference/meeting: 2 (include travel time)  
Estimated time of departure: Oct. 16, 1 pm  
Estimated time of return: Oct. 18, 8 pm

**COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:**

Travel:	<u>\$106.00</u>
Lodging:	<u>\$286.00</u>
Meals:	<u>\$0.00</u>
Registration:	<u>\$408.99</u>
Other:	<u>                    </u>
<b>Total Estimated Expenditures:</b>	<b><u>\$800.99</u></b>

**SUBSTITUTE NEEDED:**  
 Yes (# of Days) 2  
 No

**All receipts must be itemized.  
Tips are not reimbursable.**

Submitted by: Heather Steinbacher Date: 9/2/2022

Recommended to Superintendent:  Yes  No  
Principal Signature: [Signature]  
Amount/%: \_\_\_\_\_  
Amount/%: \_\_\_\_\_

Recommended to School Board for Approval: \_\_\_\_\_  
Superintendent Signature

Date Approved by School Board: \_\_\_\_\_

Distribution:  Original - District Office  Copy 1 - Teacher  Copy 2 - Building Office