

MAR 2 - 2023

### Request to Attend Conference / Meeting

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

Individual Attending Ben Largey, Tammy Giarth, Erin Szentesy, Rhoda Mann, Sherry Mohr, Dan Long, Jake Rogers  
Name of Conference CAOLA CON - Capital Area Online Learning Association Conference  
Location of Conference Pocono Manor, PA  
Date(s) March 29-31 Days of Week Wednesday (1/2 day) , Thursday, Friday

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 purpose of the conference is to bring a team of regular education WOA teachers, special education WOA teachers, support staff and program director to the conference to network with other public school online program staff through sessions related to online learning. Ben Largey and Tammy Giarth will be doing separate presentations at the conference to highlight aspects of the WOA and teach other districts in the state.

Number of school days absent for conference/meeting: 2  
Total number of days requested for conference/meeting: 2.5 (include travel time)

Estimated time of departure: Noon - Wednesday  
Estimated time of return: 4pm Friday

**COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:**

Travel: \$581.25  
Lodging: \$0.00  
Meals: \$182.00  
Registration: \$0.00  
Other: \$2,062.50 - 2.5 sub days  
**Total Estimated Expenditures: \$2,825.75**

**SUBSTITUTE NEEDED:**  
 Yes (# of Days) 12.5  
 No

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

Submitted by: [Signature] Date: 2/28/23

Recommended to Superintendent:  Yes  No [Signature]

Account # \_\_\_\_\_ Amount/% \_\_\_\_\_  
Account # \_\_\_\_\_ Amount/% \_\_\_\_\_

Recommended to School Board for Approval: [Signature]  
Superintendent Signature

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

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