

### Request to Attend Conference / Meeting

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

Individual Attending Joyce Butler  
Name of Conference A/CAPA (Attendance/Child Accounting Professional Association)  
Location of Conference Hotel Hershey  
Date(s) November 7-10, 2023 Days of Week Tuesday- 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:

To provide knowledge and updates with Child Accounting and PIMS reporting.

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

Estimated time of departure: 1:00pm on 11/7  
Estimated time of return: 4:00pm on 11/10,

**COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:**

Travel: \$200.00  
Lodging: \$888.00  
Meals: \$150.00  
Registration: \$350.00  
Other: \_\_\_\_\_  
**Total Estimated Expenditures: \$1,588.00**

**SUBSTITUTE NEEDED:**  
 Yes (# of Days) \_\_\_\_\_  
 No

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

Submitted by: Joyce Butler Date: 9/5/2023

Recommended to Superintendent:  Yes  No  
Principal Signature \_\_\_\_\_  
Account # \_\_\_\_\_ Amount/% \_\_\_\_\_  
Account # \_\_\_\_\_ 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



## A/CAPA Membership and More 2023

admin@acapa.org <admin@acapa.org>

Fri 8/4/2023 12:26 PM

To:admin@acapa.org <admin@acapa.org>

**Caution:** This is an external email and may be malicious. Please take care when clicking links or opening attachments.



## Membership and More 2023-24

For additional information pertaining to all of the items contained in this communication – please check the A/CAPA website at [www.acapa.org](http://www.acapa.org).

### Executive Board

- Dr. Michael Speziale, Executive Director
- Dr. Brian Pipech, Assistant Exec. Director
- Dr. Diane Szader, Chief Operating Officer
- Ken Jordan, President
- Annamarie Bauer, Vice President
- Diane Meck, Secretary
- Cindi Bartholomew, Treasurer
- Dr. Byron McCook, Technology Chair
- Carol Tamney, Blue Chip Management
- Lori Sieber, PDE Representative

A/CAPA continues to evolve into a premier organization with the sole focus of providing timely and pertinent opportunities for the professional growth of its members. The past year witnessed steady growth in offerings and participation. Our annual and spring virtual conferences and monthly webinars were well attended and positively reviewed by participants. We hope to be able to carry this past year's success into the new year as we continue to build on lessons from the past. As we continue to expand services, we will unveil a new website with both a facelift and new functionality intended to streamline many of our processes. This communication contains information on planned services for the 2023-24 school year and reflects associated membership and participation fees.

### Annual Membership

Membership in A/CAPA is annually renewable and will now run from the day you become a member rather than August 1, as was the case in past years. Individual and institutional membership options will continue to be available for the 2023-24 school year. Individual membership dues are \$90, and institutional membership is \$240, which allows an institution to register as many as seven members. All members must work for the same entity to qualify for institutional membership. Please use the new website to complete your membership registration. Membership has its privileges with discounted fees for all events and access to a wealth of member-only resources.

### Fall Data Collection Workshop – September 21-22

With an eye toward expanding services, Dr. Diane Szader, our COO, recommended the addition of a hands-on workshop specifically targeted at data collection and analysis. To that end, we have added the **Data Collection Workshop, which is scheduled for September 21-22, 2023**, at the Kalahari Resort in the Poconos. We encourage your participation in this event. Please get registered as soon as possible, as the resort room block will close on August 21. If the event proves successful, we plan to move it around the state annually. See more at [www.acapa.org](http://www.acapa.org).

### Annual Conference – November 8-10

The executive board hopes you will join us in November in Hershey for our **annual conference**. It is, once again, slated to be held at the Hotel Hershey, and we look forward to welcoming all of you from **November 8-10**. At this year's fall conference, we plan to continue a learning track framework for both beginners and veterans, including sessions on attendance and child accounting, PIMS, and related topics.

Detailed information about the conference and registration is available on the A/CAPA website. As always, If you have any questions or suggestions for meeting agenda items, please send them to Dr. Diane Szader, Chief Operations Officer ([szaderdi@wallenpaupack.org](mailto:szaderdi@wallenpaupack.org)). If you have questions regarding membership, conference registration, or hotel reservations, please contact Carol Tamney at [cmt@bluechipmanage.com](mailto:cmt@bluechipmanage.com).

### Monthly Webinar Series

We will also continue to offer our **monthly webinar series**. The schedule and more detailed information will be posted on our website as it becomes available – [www.acapa.org](http://www.acapa.org).

**Spring Virtual Conference – April 11-12, 2024**

The **spring virtual conference** has been extremely successful since we launched it, and we will once again offer the event on **April 11 and 12, 2024**.

**Publications**

Be sure to check out the new website for A/CAPA publications, including the Step By Step Guide and the Child Accounting Calendar. There is a committee currently working on expanding and revising all of our publications.

**Act 48 and 45 Provider**

A/CAPA will continue to provide Act 48 hours to event participants who need them. The Association will also enter its third year as an approved Act 45 provider. Participants at the fall conference and the data workshop will be able to earn Act 45 credit.

Of course, an organization is only as strong as its membership and member participation. We are continuously looking for members to present at A/CAPA events. If you have expertise in a related topic, we invite you to share that information at one of our many sessions throughout the year. When we share our expertise, we all become stronger! To apply to present, simply fill out the Conference Presentation Proposal Form or send a note to [info@acapa.org](mailto:info@acapa.org). If you don't want to present but want to be more active? Consider becoming a volunteer. Look for information on volunteer options in future communications.

*The fee schedule below lists costs for membership, and all A/CAPA events planned for 2023-24.*

**A/CAPA 2023-24 Fee Schedule**

**Membership Due**

Description	Rates
Individual Annual Membership	\$90
Institutional Membership – allows up to 7 members from the same entity	\$240

**Annual 3-Day Conference Rates\*\***

*Act 45 Credit (New in 2021)*

Cost for materials and credit for the conference	\$250	\$295
<i>Registration Fees - Early Bird – Ends midnight on 9-16-23</i>		
	Member	Non-Member
3 Day	350	430
2 Day	310	390
1 Day	275	355
<i>Registration Fees – Regular – Ends midnight 10-28-23</i>		
3 Day	370	450
2 Day	330	410
1 Day	295	375
<i>Registration Fees – Late – After 10-28-23</i>		
3 Day	385	465
2 Day	345	425
1 Day	310	390
Accompanying Guest Fee	135	135

*\*Overnight Rates at Hotel Hershey*

Single Occupancy – includes 3 meals*	\$296
Double Occupancy – includes 3 meals*	\$169
Triple Occupancy – includes 3 meals*	\$126.50
Quad Occupancy – includes 3 meals*	\$105.25

\* Meals begin with lunch on the day of arrival.

\*\* Special Note: A two-day conference registration fee entitles you to one night at the Hotel at the group rate listed in this table; a three-day registration fee entitles you to two nights at the special group rate; single-day registrations are not entitled to a group rate at the Hotel. Please keep this in mind when you are registering. If, for any reason, you decide to stay beyond the allowable number of days, you will be billed at the regular hotel rate for additional nights. For early arrivals, you may be able to access a group rate without meals included. Please contact Carol Tamney at (610) 594-9975 to discuss this option.

### Webinar Participation Rates

Individual Webinar Rates	
Members	FREE
Non-members	\$50

### Spring 2-day Virtual Conference

Spring Virtual – Flat Rate for 2 Days	
Members	\$100
Non-members	\$150



Blue Chip Management Services, Inc.  
303 Concord Avenue Exton, PA 19341  
Phone/Fax: 610-594-9975

