

Request to Attend Conference / Meeting

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

Individual Attending Rachel Smith, Ike Cary, Jessica Palmer, Madison DiCamillo
Name of Conference PETE & C
Location of Conference Hershey, PA
Date(s) Feb. 4-7, 2024 Days of Week Sunday- Wednesday

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:
We would like to expand our knowledge of current educational technology, tools, strategies, and curriculum. As a district we are working towards developing a vertical alignment of integrated technology education.

Number of school days absent for conference/meeting: 3
Total number of days requested for conference/meeting: 4 (include travel time)

Estimated time of departure: 10am Sunday
Estimated time of return: 5pm Wednesday

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: \$209.60
Lodging: \$2,040.00
Meals: _____
Registration: \$897.00
Other: _____
Total Estimated Expenditures: \$3,146.60

SUBSTITUTE NEEDED:
 Yes (# of Days) 3
 No

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

Submitted by: Rachel Smith Date: 10/18/2023

Recommended to Superintendent: Yes No
Title IV Pay Principal 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



PETE&C

Pennsylvania Educational Technology Expo & Conference

2608 Market Place Harrisburg, PA 17110

www.peteandc.org

PETE&C Registration – Buy 3, Get 1 Free Promotion

- Promotion applies to **Full Conference Registrations only**:
 - Promotion cannot be used with 1-Day or 2-Day conference registrations.
 - Promotion does not apply to Add-Ons, such as the evening events.
- All attendees, including the 1 free registrant, **MUST**:
 - be from the same LEA,
 - pay at the same time, and
 - pay **ONLINE** with a **CREDIT CARD** by December 22nd, which render registrations requiring invoicing ineligible.
- PETE&C reserves the right to solicit payment from any registrant receiving a free registration who has not met these conditions. Conference Badges will not be released to ineligible registrants, until payment is made in full.

Registration Process:

To qualify for the free registrations, all registrations **MUST** be made together **ONLINE with CREDIT CARD** payment for 3 out of every 4 registrations. Registration and payment must be made by December 22, 2023. Follow these steps to ensure that you're accessing the B3G1 Promotion:

1. Complete registration for each individual, but **DON'T** click **Complete Registration**.
2. At the end of the first 3 individual's registrations, use the Group Registration box and click **Add Additional Attendees** to move to the next registration.
3. Once you've done this for your first 3 registrants, click **Complete Registration** for the fourth, and the promotional value will be applied to your bill.