

Wellsboro Area School District
227 Nichols Street
Wellsboro, PA 16901

Request to Attend Conference / Meeting

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

Olivia Chilson, Kate DeCamp, Noah Vickery

Individual Attending Dan Sensenig w/ 6 students
Name of Conference PMEA Region IV Chorus Festival
Location of Conference Williamsport AHS + Community Arts Center
Date(s) February 22-24, 2023 Days of Week Wed - Fri

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:

Valuable choral/vocal techniques are demonstrated/taught by gifted guest conductors. This information is incorporated into our curriculum/ensembles where/when appropriate. I always learn tons of new methods at these festivals.

Number of school days absent for conference/meeting:

2.25

Total number of days requested for conference/meeting:

2.25 (include travel time)

Estimated time of departure:

3pm 2/22 (will need time ahead of that to get ready - van etc.)

Estimated time of return:

9:30pm 2/24

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: school van - 2 1/2 fill out fee form w/ Donette
Lodging: approx 300? - 2 nights
Meals: covered in registration below
Registration: 1176.00 - students expenses
Other: \$1300 for sub
Total Estimated Expenditures: \$0.00
\$1776.00

SUBSTITUTE NEEDED:
 Yes # of Days 2
 No 4th Block cover on 2/22

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

Submitted by:

[Signature]

Date: 1/17/23

Recommended to Superintendent:

Yes No

[Signature]
Principal Signature
Amount/%
Amount/%

Account #

Account #

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