

RECEIVED
MAR 13 2024

Request to Attend Conference / Meeting

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

Individual Attending Melanie Berndtson
Name of Conference CASE Curriculum Lead Teacher Training - Elite Elevation
Location of Conference Des Moines, IA
Date(s) April 25-26 Days of Week 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 this conference is to be trained as a lead teacher for the Curriculum for Agriscience Education - Plant Science Curriculum. In this position, I will be training other teachers this summer how I use the curriculum and how they should be executing it in their own classrooms. I will also be expanding my own knowledge of curriculum concepts and how to better use this curriculum. Organization will pay all travel, lodging, registration fees.

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: TBA
Estimated time of return: TBA

COMPLETE THE FOLLOWING ESTIMATIONS OF EXPENSES:

Travel: N/A
Lodging: N/A
Meals: N/A
Registration: N/A
Other: _____
Total Estimated Expenditures: \$0.00

SUBSTITUTE NEEDED:
 Yes (# of Days) 2
 No

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

Submitted by: Melanie Berndtson Date: 3/8/2024

Recommended to Superintendent: Yes No [Signature] 3/11/2024
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