



## Palisades Charter High School

15777 Bowdoin St. • Pacific Palisades • California 90272

(310) 230-6623 • FAX (310) 454-6328

### CONFERENCE/TRAVEL REQUEST FORM

Employee Attendee(s) Name(s): Dr. Pam Magee

Department/Site: Administration / PCHS Date of Request: 6/18/2024

Name of Conference/Activity: CA charter School Development / Conference

Organization/Company Holding the Conference/Activity: CSDC

Location of Conference/Activity: Sacramento, CA Date(s) of Conference/Activity: Nov 18 - 20, 2024

Purpose/Rationale (How will this conference/activity be of value to the school?):  
Comprehensive leadership update for CA charter leaders

**Cost Estimate (if one form is being submitted for multiple people, be sure to include all costs for all individuals):**

Estimated Expenditures	Pali to Pay Directly	Reimbursement Requested	Cost
Conference Registration <u>1</u> people @ \$ <u>749</u> per person	\$ <u>749</u>		\$ <u>749</u> -
Certificated Substitute(s) <u>NA</u> days @ <u>NA</u> per day (sal. & stat. ben.)			\$ -
Travel - Mileage _____ miles @ \$ 0.625 per mile			\$ -
Travel - Airfare <u>1</u> people @ \$ <u>150</u> per person	~ <u>150</u>		\$ <u>150</u> -
Travel - Ride Sharing Svs/Taxi/Shuttle _____ Type total amount into "cost" cell		~ <u>75</u>	\$ ~ <u>75</u> -
Lodging <u>3</u> nights @ \$ <u>250</u> per night	\$ <u>750</u>		\$ <u>750</u> -
Meals <u>3</u> Breakfasts @ \$ 10.00 per meal <u>3</u> Lunches @ \$ 10.00 per meal <u>3</u> Dinners @ \$ 20.00 per meal		\$ <u>120</u>	\$ <u>120</u> -
Other (Parking, Tolls, Conference Materials, etc.) - please list below:			\$ -
<b>TOTAL APPROXIMATE COST</b>			<b>\$ <u>1844</u> -</b>
<b>AMOUNT APPROVED</b>			

without prior approval from an administrator. Upon returning from an approved event, attendee must submit an itemized Request for Reimbursement and/or a Mileage Report & Reimbursement Claim form with a copy of this form, the activity agenda/program, and all original itemized receipts for any out of pocket expenses to supervisor within 3 to 5 days of return. Expenses submitted without original itemized receipts will not be reimbursed.

Requestor Signature: Pam Magee

Executive Director Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Funding Source: \_\_\_\_\_ SACS Code: \_\_\_\_\_

Will costs be reimbursed by another organization? Yes/No If so, what organization? \_\_\_\_\_

Board of Trustee/Designee Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Board Approval Date (if applicable): \_\_\_\_\_ Business Office Review \_\_\_\_\_  
(initial) (date)

**2024**

Info Attend Exhibit &amp; Sponsor Present Hotels &amp; Tr.

## Why Attend?

Hosted by CSDC—the statewide organization that has defined high quality charter school leader training for thirty years—the CSDC Conference is your one-stop shop for in-depth content, relationship building, and connection to the resources your charter organization is looking for.



### Gain CSDC's critical updates and exclusive insights

Throughout the year, CSDC is hard at work in Sacramento tracking the major fiscal, legislative, and accountability changes affecting charter schools. The conference provides a unique opportunity for your leadership team to hear the latest from CSDC's team of charter school experts.



### Network with leaders from across the state

Conference attendees are current and emerging charter school leaders who want to connect, problem solve, and learn from their colleagues. Strengthen your network by attending the social events baked into every day of the conference and get to know outstanding leaders from across the state.



### Find the resources your school is looking for

With your conference registration, you'll gain access to the event platform where you can download materials and handouts from the session you attend. Plus you gain access to the Exhibit Hall, where you can connect in-person with charter support organizations and identify new resources to propel your organization forward.

## What's Included?

## Full Registration (3-Day)

- Admission to the year's biggest keynote, the [Leadership Update Presentation](#)
- Access to 100+ excellent sessions (reviewed and thoughtfully curated via CSDC's [CFP](#) process)
- Networking with current and emerging charter school leaders who want to connect, problem solve, and learn from their colleagues.
- Admission to the [Exhibit Hall](#) where you can connect in-person with current support organizations and build new partnerships
- Lunch
- Refreshments in the afternoon
- [Discounted hotel rates](#) at CSDC's host hotels
- Password-protected access to the online event platform where you can build your schedule and download presentation materials

**REGISTER**

## Single Day

Can't attend all three days? Enjoy everything the event has to offer on the day that you're able to attend. Check out the conference [schedule overview](#) and choose a day to join us in Sacramento.

**REGISTER**

## What is the Leadership Update Presentation?

### It's the biggest keynote of the year.

The Leadership Update Presentation is led by CSDC Founder and Executive Director, Eric Premack, who provides California charter school leaders with an essential, comprehensive lens into the fiscal, legislative, and regulatory topics that impact the realities of charter leaders and their organizations. Check out Eric's [preview of last year's keynote](#) and stay tuned for more information regarding this year's update!

