



A CALIFORNIA DISTINGUISHED SCHOOL

CONFERENCE PROCEDURES CHECKLIST

THERE IS A LIMIT OF 2 CONFERENCES PER PERSON PER YEAR!

1. Must be turned in at least **TWO WEEKS** prior to event.
2. **DO NOT PRE-REGISTER!** Must be approved first. Include a note if time sensitive and a completed registration form.
3. Fill out **REQUEST FOR CONFERENCE, CONVENTION OR MEETING ATTENDANCE** form. This form can be obtained from the Executive Assistant's office.
4. Sign the form, have your Department Chair sign it if applicable.
5. Give form, back-up documentation telling about the event and purchase order including which funds will be allocated to the Conference Coordinator (Executive Assistant) who will have appropriate Administrator sign.
6. Conference Coordinator will arrange for substitutes.
7. A confirmation will be put in your box by the Conference Coordinator once processed.

Go on your trip! Have Fun! Be Safe!