

Conference Attendance Request

Sonoma County Office of Education

Instructions: This form must be completed by employees wishing to attend or present at any out-of-county professional growth activity or conference. A conference is any professional event planned to increase the effectiveness of the attendees and is usually sponsored by a professional group.

Name _____ Date _____

I would like to attend present attend and present at the following activity:

Title or Description of Conference/Activity _____

Facility _____ Date(s) _____

City and State _____

Estimated Cost (include registration fee, travel, meals and accommodations) \$ _____

Funding Source(s) _____

How would your attendance relate to County Office goals and objectives?

How would your attendance contribute to your professional development objectives?

How would your attendance benefit the County Office?

If presenting, what is the proposed title and description of your presentation?

Approvals

Supervisor _____ Date _____

Superintendent _____ Date _____