



Conference Attendance Request

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 designed to increase the effectiveness of the attendees and is usually sponsored by a professional group.

Name: _____ Date of Request: _____

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

Title or Description of Conference/Activity: _____

Conference Location: _____ Conference Attendance Date(s): _____

City and State: _____

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

Funding Source(s): _____

How would your attendance relate to the County Office mission, educational agenda, and/or goals?

How would your attendance contribute to your professional development objectives?

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

Your signature below acknowledges your understanding that your participation at a conference is as a professional representative of SCOE. Your work hours are the same as they are while at work, unless otherwise agreed upon by you and your supervisor. When the hours of your workday have concluded, you are considered to be on your own time. Therefore, during these non-work hours, you are not covered by SCOE's Worker's Compensation.

Employee: _____ Date: _____

Signature: _____ Date: _____

Approvals:

Division/Department Lead Signature: _____

Date: _____

Superintendent Signature: _____

Date: _____