

Do you want to go to a **CONFERENCE** or **WORKSHOP?**

> **This is what you need to do for content-area conference/workshop requests...**

Step 1.

Take your request to your dept. chair

Step 2.

Discuss the appropriateness of the conference with your dept. chair and make a decision together as to whether or not the conference should be attended. If yes, then go to Step 3.

Step 3.

Your dept. chair will take the details of the conference to Donna, and she will evaluate the costs involved as well as rationale for attending. If approved, then go to Step 4. If not approved, you will be informed by either the dept. chair or Donna.

Step 4.

Your dept. chair will let you know that you are approved and what you need to do next (get with Sharon to: fill out a blue form and conference/workshop form, register for the conference, take care of housing reservations, and find out how to reserve the school van).

> **Here's what you do for non-content area requests such as student management...**

Meet with Donna. Be ready to share all costs involved and the rationale as to how the conference will help you as a teacher and have a positive impact on student learning and academic success!

SPECIAL NOTE

Conferences and workshops are expensive (hotel, travel, registrations) and we only have limited money to spend. Therefore we need to be selective in determining the ones that we will attend and the ones that we won't. Learning and networking are important aspects of our jobs in education. We must keep up to date on the issues related to student success. It is my goal to spend wisely and in doing so... attend as many workshops as we can! All approved conferences and workshops must have a Conference/Workshop form completed at least 2 weeks in advance of the conference.