

Cumberland County Schools

Federal Programs Office

“ I WANT TO GO TO A CONFERENCE” CHECKLIST

- { } 1. Research / receive information about the conference.
- { } 2. Ensure that the conference is tied to one or more aspects of your SIP.
- { } 3. Ask and receive permission from your principal to be away from school for those dates. Make arrangements for a substitute teacher to cover your classes. Provide detailed lesson plans for your sub.
- { } 4. Once permission is granted, submit the completed staff development form (with at least 3 items checked on the Professional Development Checklist) along with a copy of conference information to the principal. Submit the required Staff Development Form and Professional Development Checklist to the Cumberland County School System Federal Programs Office 10 days prior to the conference. Late registrations will not be accepted.
- { } 5. Receive approval to go to the conference from the Federal Programs Director.
- { } 6. After receiving written approval, a school purchase order needs to be issued and the school should register the participant(s) attending the conference. Keep a copy of the conference registration form for your records. (Check to see if the company you are registering with offers group discounts. Inform the company you are with the Cumberland County School System. Request to make the payment after the conference has been attended.) Note to bookkeepers: When the invoice is paid, send a copy of the purchase order and all supporting documents to Federal Programs for reimbursement.
- { } 7. Participants should make their own hotel reservations. You should room with at least one other participant from Cumberland County. Keep a copy of your reservations and confirmation number for your records.
- { } 8. Insist on a receipt for all conference related expenditures (hotel, parking, meals).
No receipts? No reimbursement!
- { } 9. Attend all conference sessions.
- { } 10. Upon returning from the conference, submit a completed travel expense report (including all receipts) to the Cumberland County School System Federal Programs Office within three school days. The standard mileage scale will be used for calculating all mileage reimbursements. Keep a copy of those documents for your records.
- { } 11. **Present what you have learned at the conference to at least one group (Department meeting, Faculty Meeting, PTO Meeting, County-Wide Inservice), and use what you’ve learned in your classroom on a regular basis.**