

EXAMPLE OF HOW ONE SCHOOL HANDLES CONFERENCE REGISTRATION AND CREDIT

TO: All Teachers, Teaching Assistants, and Administrators

FROM: Steven C. Sharek

DATE: March 9, 2010

RE: Registration for the MAVA Connecting for Success Summer Conference

As we do every year, we are encouraging all of our licensed personnel – and individuals seeking a license – to attend the **Massachusetts Association of Vocational Administrators (MAVA) Connecting for Success Summer Conference**.

This offer applies to teachers of career and technical education programs and teachers in academic subjects.

This is the largest professional development event in Massachusetts for educators involved with career and technical education. This summer, the conference will be held at Assabet Valley Regional Technical High School in Marlborough, MA, on **Tuesday, June 29, 2010** and **Wednesday, June 30, 2010**.

Some schools require their staff members to pay for some of the costs of attending this conference. We do not. We pay your conference registration fee, your travel expenses, and your hotel costs.

However, if you want the school to pay, you will need to follow a few simple rules.

Here are the rules:

1. By **Wednesday, March 31, 2010**, call me at ext. 113 or email me at ssharek@gnbvt.edu. Let him know you are planning to attend and want to register. I will add your name to the school's registration list. You will not need to do anything else about registration. We have sufficient grant funds to pay for approximately 25 registrants.¹
2. Make your own hotel and travel arrangements.

¹ GNB Voc-Tech is getting a lower per-person registration rate because we are registering early. If you register on your own after this date, we will only reimburse you at the school's lower rate, not the rate you actually pay, and only if grant funds are still available to reimburse you. These are two more good reasons for you to contact me right away.

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3. Attend the conference. Learn something. Meet new people. Have fun.
4. Fill out the "Travel Expense Voucher" found in the Public Folders. Please type. Document all expenses. Attach receipts. We cannot reimburse you for the purchase of alcoholic beverages.
5. Attach a MapQuest, verifying actual mileage. (See www.mapquest.com.)
6. Prepare one of the following:
 - a. a one- or two-page **written report** summarizing what you learned during the conference and how you intend to apply that knowledge in the classroom or in your job, *or*
 - b. **tangible proof** (i.e., a PowerPoint presentation, Unit Plan, Lesson Plan, or the like) that demonstrates how the knowledge gained at the conference is being applied at school.

Note: a PDP certificate does NOT satisfy either "6a" or "6b".

7. Submit items 4, 5, and 6 directly to me in Room B117.

We will be using federal grant money to pay for this conference. And the state is getting very particular about how we can use this money. In a nutshell, that's why we require you to produce a written report or something else tangible after the conference.

Like you, I want to avoid any delays in processing your reimbursement requests. But we also need to use our grant money carefully – in ways that avoid any problems with the state. I trust you understand that. Working together, I am sure that we can make these new rules work.

For more information on the MAVA Connecting for Success Summer Conference, you may visit www.connectingforsuccess.org.

I hope to see you at the conference.