

WORKSHOP OR CONFERENCE FUND REQUEST FORM

RUM RIVER SPECIAL EDUCATION COOPERATIVE #6079

Workshop or conference attendance requires prior written approval by the supervising administrator. Please use this request form when requesting approval to attend a workshop or conference.

Name: _____ Date: _____

Building: _____

I am requesting approval for the following

Workshop / Conference: _____

Date(s) of Workshop / Conference: _____

Location of Workshop / Conference: _____

How does this activity align with your Individual growth goals and/or scope of Practice?

Approximate Cost: _____

Include ALL costs to attend this workshop

Registration Fee: _____ Lodging: _____

Mileage: _____ Meals: _____

Substitute: _____ Other: _____

Total: _____

Eligible and Necessity Determination Questions:

1. Is the item an allowable expenditure for the finance code being considered? **Y or N**
2. Would this item be purchased if there were no SPED services? **Y or N**
If no, it may not be eligible. If yes, it is not allowable.
3. Is this cost also generated by students without disabilities? **Y or N**
If no, it may be eligible. If yes, it is not allowable.

Signature of Supervising Administrator / Principal

Date

Budget Code: ____ - ____ - ____ - ____ - ____ - ____