



**WILLMAR PUBLIC SCHOOLS – ISD #347**  
**APPLICATION FORM FOR WORKSHOPS or CONFERENCES**

Applicant(s): \_\_\_\_\_ Position Title: \_\_\_\_\_

Date of Application: \_\_\_\_\_ (Application must be approved a week before the conference begins)

Nature of the Workshop, Conference, Clinic and Sponsoring Agency: (attach a copy of the workshop or conference information)

District or Building Goal that focuses on this request: \_\_\_\_\_

Place: \_\_\_\_\_ Dates: \_\_\_\_\_

Substitute needed ? Yes OR No Time: \_\_\_\_\_

Description of Cost	Staff Development			TITLE II	OTHER
	Carry Over Cost	Building Cost	District Cost	Title II Cost	Other Cost
Registration Fee:					
Transportation: When transportation is required, a completed "Vehicle Request Form" must accompany workshop application. If no vehicle is available, mileage is reimbursed at the IRS rate.					
Hotel: Arrival Date Depart Date					
Meals: \$10.00 - Breakfast \$14.00 - Lunch \$24.00 - Dinner					
Substitute: (\$115.00 or \$125.00 / day + benefits)					
Other: Specify					
Total:					

**Please use this checklist to verify that all required information is given:**

- The application is complete
- Applicant / Building Administration **signatures** are obtained
- Arrangements for **sub** have been made (secondary)
- A **completed registration form** is attached
- Hotel** information is included (if a hotel room is needed)

**Workshop employee reimbursement forms and receipts are to be returned immediately after the workshop for reimbursement to the Finance Department at WEAC.**

**Please check those that apply:**

- I have **registered** for the workshop. Please send a check to: \_\_\_\_\_
- Please **register me** for the workshop with a payment to: \_\_\_\_\_
- Hotel** information is included (arranged by the site secretary)
- A **vehicle request** form is included (only if a vehicle is needed)

Budget Code: \_\_\_\_\_ Comments: \_\_\_\_\_

Signature of Applicant(s): \_\_\_\_\_ Signature of Staff Dev. Rep. \_\_\_\_\_

Signature of Building Administrator: \_\_\_\_\_