



West Chicago Elementary District #33

312 East Forest Avenue
West Chicago, Illinois 60185

Conference/Workshop Approval Form

*This form must be submitted **10 working days prior** to the event

*Please attach completed event registration document, if available

| | | | |
|--------------------------------|-----------------------------------|--------------------------------------|---|
| Today's Date: | Building: | | |
| Name: | Position: | IEIN: | |
| Title of Event: | | | |
| Event Location/Address: | | | |
| Meeting Date(s): | | | |
| Sub Required: | <input type="checkbox"/> Full Day | <input type="checkbox"/> Half Day AM | <input type="checkbox"/> Half Day PM <input type="checkbox"/> No Sub Needed |

Estimated Expenses

Travel: Reimbursed @ 0.625/mi

| | |
|------------------------------------|----------|
| Total Miles (Round Trip): | Total \$ |
| Lodging: Number of Nights: | Total \$ |

Meals:

| | | |
|--|---|--|
| Number of Breakfast (max \$11.00/meal) \$ | Number of Lunches: (max \$12.00/meal) \$ | Number of Dinners: (max. \$23.00/meal) \$ |
|--|---|--|

Registration Fee: \$ _____ **Is fee to be sent?** Yes _____ No _____ **Total Expenses** \$ _____

**MUST SUBMIT RECEIPTS FOR ALL REIMBURSEMENT REQUESTS
TAX IS NOT REIMBURSABLE**

1. Give a brief description of why you want to attend this meeting, and what you anticipate you will learn as a result of attending this meeting.

2. The selected workshop/PD aligns with the Strategic Plan Goal(s) indicated below (mark all that apply):

| | |
|--|---|
| <input type="checkbox"/> Student Growth and Achievement | <input type="checkbox"/> Family Engagement and Community Partnerships |
| <input type="checkbox"/> Learning Culture of Equity, Engagement, & Agency | <input type="checkbox"/> Effective & Innovative Use of Resources |
| <input type="checkbox"/> Professional Culture of Teamwork and Continuous Improvement | |

| | |
|---|--------------|
| Participant Signature: | Date: |
| Building Principal Signature: | Date: |
| District Office Administrator Signature: | Date: |