

Request for Extended Travel

NAME: Tami Christenson

DATE: August 1, 2016 DEPT/BUILDING District Accountant

PURPOSE: ASBO International's 2016 Annual Meeting & Expo - Won a scholarship in the amount of \$1,500.00 at the Bend, OR OASBO Conference to attend the ASBO Phoenix, AZ conference

DISTRICT BENEFIT: Parkrose School District will benefit from the knowledge and expertise obtained from leaders regarding best practices, policy updates, and increased efficiency strategies.

TRAVEL DETAILS: 1. DESTINATION: Phoenix, Arizona

2. DATES: September 22-26, 2016

<i>ESTIMATED EXPENSES:</i>	<i>DESCRIPTION</i>	<i>COST</i>
TRAVEL	Airline Tickets	\$233.00
MEALS	Per Diem – Sept 25 Lunch Provided Sept 22, 23, 24 –Breakfast, Lunch, Dinner \$66.00 Sept 25 – Breakfast & Dinner \$33.00 Sept 26-Breakfast,Lunch,Dinner \$33.00	\$264.00
LODGING	Sheraton Grand Phoenix 291.56 with tax x 4 days	\$1,166.24
REGIS/FEES	Annual Meeting Registration – Early Bird	\$1,020.00
SUBSTITUTE		
OTHER	Shuttle- Roundtrip \$22.00	\$22.00
TOTAL		\$ 2,705.24 - <u>\$1,500.00</u> Scholarship <u>\$1,205.24</u>

BUDGET SOURCE(S): 100.2240.0244.100.330.000 General Fund

BUSINESS SERVICES DIRECTOR SIGNATURE:  8/14/16

SUPERVISORS RECOMMENDATION AND COMMENTS:

This is a great opportunity to have Tami grow in her field of knowledge. At this training she will be have opportunity to Partner with different states & grow 'Create friendships that will foster growth & knowledge in her field for many years to come.

SUPERVISOR SIGNATURE _____

[Signature] 8/4/16

P.S. She received a scholarship from OASBO to attend. \$1,500.

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

K Gray please approve

BOARD ACTION: _____ APPROVED _____ DISAPPROVED _____ DATE: _____

I AGREE THAT ALL OF THE INFORMATION ON THIS FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE.

EMPLOYEE SIGNATURE: _____

DATE: _____

2016 Annual Meeting & Expo REGISTRATION FORM

REGISTRANT INFORMATION

Member ID#: _____

Is this your first ASBO Annual Meeting? Yes No

First Name: _____ Middle Initial: _____

Last Name: _____

Title: _____

District/Employer: _____

Address: _____

City: _____

State/Province: _____ Zip/Postal Code: _____

Daytime Phone Number: _____

Email: _____

Check all that apply: Ph.D. Ed.D. CPA SFO Other: _____

Check if this is a change in your address or other contact information.

Check if you are a Speaker.

GUESTS

(Only for those who are accompanying registrants, are not Speakers, and are not eligible for membership with ASBO International.)

Name for Badge: _____

City: _____ State/Province: _____

Email: _____

WORKSHOPS

Brought to you at no charge with the support of American Fidelity.

Please check the workshop(s) you would like to attend. For more information on workshops, including full titles, refer to page 5 of this brochure.

Friday, September 23

- 1. Making Facilities Data Work 8:00 a.m. – 10:00 a.m.
- 2. Digital Equity
- 3. Security & Emergency Preparedness 10:15 a.m. – 12:15 p.m.
- 4. Restructuring Food Services
- 5. 21st Century School Finance
- 6. Technology, the Law, & Schools 1:00 p.m. – 3:00 p.m.
- 7. Effective Fiscal Leadership
- 8. School Tour
- 9. Strategic Planning & the ACA 8:00 a.m. – 12:00 p.m.
- 10. Making Finance Fun
- 11. Controlling Costs 1:00 p.m. – 5:00 p.m.
- 12. Internal Controls for Student Activity Funds

SEMINARS

Brought to you at no charge with the support of ASBO International.

Please check the seminar(s) you would like to attend. For more information on seminars, including full titles, refer to page 5 of this brochure.

Friday, September 23

- 13. Refresher for SFO® Certification Exam 8:00 a.m. – 5:00 p.m.
- 14. How to Prepare a CAFR 8:00 a.m. – 12:00 p.m.
- 15. Create an Award-Winning Budget 1:00 p.m. – 5:00 p.m.

REGISTRATION FEES

FULL REGISTRATION

ANNUAL MEETING/MEMBERSHIP PACKAGE: Includes registration and Professional ASBO International membership.	EARLY BIRD THRU 7.29.16	REGULAR PAYMENT AFTER 7.29.16
<input type="checkbox"/> Individual Membership	\$920	\$1,020
<input type="checkbox"/> School District Membership		

ANNUAL MEETING REGISTRATION ONLY

<input type="checkbox"/> Individual/School District Member	\$695	\$795
<input type="checkbox"/> Emeritus	\$100	\$110
<input type="checkbox"/> Corporate	\$1,875	\$1,975
<input type="checkbox"/> Nonmember (School Business Official)	\$940	\$1,040
<input type="checkbox"/> Guest	\$100	\$100

ONE DAY PASS

Please specify what day you will be attending: _____
If you select Friday, please identify the workshops/seminars above.

REGISTRATION TYPE	EARLY BIRD THRU 7.29.16	REGULAR PAYMENT AFTER 7.29.16
<input type="checkbox"/> Individual/School District Member	\$290	\$290
<input type="checkbox"/> Speaker		
<input type="checkbox"/> Corporate	\$510	\$510
<input type="checkbox"/> Nonmember (School Business Official)	\$340	\$340

TOTAL FEES AND METHOD OF PAYMENT

(U.S. dollars only)

Registration Fee	\$ 0.00
Guest Registration	\$100 x _____ = \$ 0.00
TOTAL AMOUNT DUE	\$ 0.00

Check Enclosed **Purchase Order # _____

Credit Card: Visa MasterCard American Express Discover

Name on Card: _____

Account Number: _____ Exp. Date: _____

Signature: _____

**** PURCHASE ORDER** Receipt of a purchase order does not constitute payment of dues or payment for Early Bird discount. If full payment is not received by July 29, 2016 (Early Bird deadline), the registrant will be invoiced the regular registration fee. All fees must be pre-paid prior to attending the meeting.

September 23-26 • Phoenix, Arizona

Annual Meeting & Expo



REGISTRANT INFORMATION

First Name: _____

Last Name: _____

EMERGENCY CONTACT INFORMATION

Name: _____

Relation: _____

Phone Number: _____

SPECIAL NEEDS

If you or a guest has a special need such as access to events, dietary restrictions, or other concerns that may require special services, please contact Theresa Boulware at tboulware@asbointl.org.

PHOTOGRAPH RELEASE

By submitting this registration form, I hereby grant ASBO International permission to use my image for publication and marketing purposes.

CANCELLATION & NO-SHOW POLICY

All cancellations will incur a \$100 fee and must be submitted by August 25, 2016. NO REFUNDS GIVEN AFTER Thursday, August 25, 2016. There will be no refunds given for no-shows.

3 EASY WAYS TO REGISTER



ONLINE

with credit card at: asbointl.org/AnnualMeeting



FAX*

both pages to ASBO International at: 703.880.7171



MAIL*

ASBO International
Annual Meeting Registration
39912 Treasury Center, Chicago, IL 60694-9900

*Please allow 3 business days for processing.

PRE-REGISTRATION

Pre-registration closes on September 2, 2016. After this date you will have to register on-site.

QUESTIONS

For questions regarding registration, please call ASBO International toll free at 866.682.2729 x7094. For more information, visit asbointl.org/AnnualMeeting.

This is a 2-page registration form.

Please send both pages with your name on each one.

STRATEGIC PARTNERS

AMERICAN FIDELITY
a different opinion

AAA
redefining / standards*

Horace Mann

Office DEPOT

SECURITY BENEFIT*

U.S. COMMUNITIES
GOVERNMENT PURCHASING ALLIANCE

VALIC

VIRCO
Equipment for Educators

VOYA
FINANCIAL



Parkrose
School District
Portland, Oregon

Tami Christenson <christam@parkrose.k12.or.us>

ASBO International Scholarship - Congratulations & Instructions

Josie Hummert <jhummert@oasbo.com>

Mon, Aug 1, 2016 at 2:22 PM

To: Josie Hummert <jhummert@oasbo.com>

Cc: Angie Peterman <apeterman@oasbo.com>, claire hertz <Claire_Hertz@beaverton.k12.or.us>

Congratulations! You are one of the lucky winners of a \$1,500 scholarship to help you attend ASBO International's Annual Meeting in Phoenix, Arizona – September 23-26.

We've calculated the approximate cost to attend about \$2,200. If you need help convincing the powers that be that this is a great professional development investment, ASBO International has some great resources to help you build your case. Additionally, any of the OASBO Board members or Claire Hertz are a great resource for you.

If you aren't going to be able to use the scholarship, please let me know as soon as possible as we have a list of alternates that would love the opportunity.

If you are able to join the Oregon contingent in Phoenix, take the next steps below:

- Fill out this form so I can make appropriate arrangements.
- Make your own flight and hotel reservations. The group hotel rate is available until Aug. 30 or until filled. So make reservations quick to ensure you get a great rate. More information on the [ASBO site](#).
- Be sure to keep Saturday, Sept. 24 from 6 – 8 pm open as Oregon is co-hosting a reception and we'd love to have everybody join us. This is also the evening we wear our pride with a t-shirt specially designed for Oregon.
- Stay tuned for more Oregon specific events/opportunities as we finalize details.

Please respond by **Wednesday, Aug 3** with a minimum of whether you'll use the scholarship or not. And then as soon as practical, the other information can follow. I've made the form editable after you've submitted so that you can add information as you gather it.

If you have any questions, let me know.

Josie Hummert

Executive Assistant

Oregon Association of School Business Officials

www.oasbo.com | jhummert@oasbo.com

Message: 503-480-7218

Direct: 503-877-4721