

From: Helen Ying <discover2010@gmail.com>

Date: December 5, 2023 at 5:11:09 PM PST

To: Brenda Rivas <brenda_rivas@parkrose.k12.or.us>

Cc: La'Nell Trissel <ltrissel@osba.org>, OSBMCC_Officers <osbmcc_officers@googlegroups.com>, Kim Brick <KimBrick81@gmail.com>

Subject: OSBMCC Scholarship for the NSBA 2024 Annual Conference Approval and Next Steps - Need immediate attention

Hello Brenda,

I am happy to inform you that you have been selected as a scholarship recipient for the NSBA 2024 Annual Conference. The scholarship is \$3000. Any expenses above the scholarship award will need to be covered by the recipient.

Please contact La'Nell Trissel, Executive Assistant at OSBA directly at your earliest convenience to register for the Symposium and Institute. She will register you for the event. She will also assist you with lodging as needed. You will receive confirmation directly for the NSBA Annual Conference registration and for lodging as well if you request her assistance for lodging. La'Nell is copied on this email.

Additionally, you will need to make your own flight reservations. You should submit your airfare receipt and the lodging receipt if you are arranging lodging on your own to the OSBMCC Treasurer, Kim Brick and La'Nell Trissel. They will see that you are reimbursed promptly. Kim is copied on this email as well.

Moreover, please send your flight itineraries and lodging information if you are arranging your own lodging to La'Nell so she can include them in the travel packet that she will prepare.

When making travel arrangements, please keep in mind the start and end times of the event.

Lastly, please see attached Approved OSBMCC Travel Guidelines for additional guidance. I've also attached the reimbursement form for your file and use.

Best,

Helen