

Request for Extended Travel

NAME: Terri HannoDATE: September 28, 2012 DEPT/BUILDING Prescott ElementaryPURPOSE: Healthy Schools Alliance "Bronze" Award to Prescott Elementary. The William Jefferson Clinton Foundation is pay for Airfare, Shuttle, hotel.

DISTRICT BENEFIT: I have asked our own Terri Hanno to go to **Little Rock, Arkansas** to receive the award on our behalf. I know she will represent us well, and there's no better person to show off our school. We are hopeful she will get to meet President Clinton- just don't know yet. **The William Jefferson Clinton Foundation is the sponsor of this initiative.** Congratulations to our school, and thank you Terri for being our representative.

All travel and meals are paid for by the foundation.
Weekend travel, but will be out Monday, Oct. 22nd.

TRAVEL DETAILS: 1. DESTINATION: Little Rock, Arkansas2. DATES: 10-20 through 10/22

<u>ESTIMATED EXPENSES:</u>	<u>DESCRIPTION</u>	<u>COST</u>
TRAVEL	Airfare	\$ 391.00
MEALS	Oct 20 - \$66.00 Oct 22 - \$66.00 MEALS Oct 21 - \$66.00	\$ 198.00
LODGING	Hotel - Peabody Hotel \$119.00 without tax	\$ 238.00
REGIS/FEES		\$0
SUBSTITUTE	No Sub Needed	\$ 70.40
OTHER	Shuttle \$18.00 one way	\$ 36.00
TOTAL		\$ 933.40

mm 10/21/12

BUDGET SOURCE(S):

1. GENERAL FUND: 0

2. WORKSHOP FUNDS: 0

3. CONTRACT REQUIREMENT: 0

4. OTHER: Total \$ 933.40 Paid by William Jefferson Clinton Foundation

SUPERVISORS RECOMMENDATION AND COMMENTS:

This is a special award for our school, I believe Terri will represent
our school well.

SUPERVISOR SIGNATURE 

SEND FORM TO SUPERINTENDENT/DESIGNEE:

SUPERINTENDENT/DESIGNEE RECOMMENDATIONS/COMMENTS:

approval K. Gray 10/2/12

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: Terri A. Hanno

DATE: 10-1-12

Time to Register for the Healthy Schools Program Forum!

Dear Michael Lopes,

Congratulations to Prescott Elementary School on achieving the Alliance for a Healthier Generation's Healthy Schools Program National Recognition Award! We applaud your school for making significant gains in healthy eating, physical activity and staff wellness. To celebrate these accomplishments, the Alliance would like to provide airfare and accommodations for one representative from your school to attend the Healthy Schools Program Forum.

The Forum will take place on October 20-22, 2012 in Little Rock, Arkansas. Accommodations are

at the Peabody Hotel in the heart of Little Rock. The Forum is designed to be a celebration of your work. Events include a celebratory dinner, key note speakers, a Walk the Talk 5K Fun Walk/Run, opportunities to network and much more.

Each recognized school is allotted one sponsored attendee to the Forum. Other attendees may include state and district level stakeholders; members of the health and education communities; and the Healthy Schools Program staff. Due to space limitations, we cannot allow additional school representatives even if they offer to self-pay.

After selecting the representative from your school, he or she should use the link to register for the 2012 Healthy Schools Program Forum. **The registration deadline has been extended to**

September 10th. https://schools.healthiergeneration.org/6_step_process/celebrate_successes/register_for_the_2012_healthy_schools_program_forum/

A few things to note for the registration:

- **Be sure to answer the “tell us your story” section of the registration. That is a required step for each recognized school.**
- **Please complete the photo release portion, which is the final section of the registration.**
- **You will receive a communication with travel instructions with in three business days of completing the registration.**

Congratulations,

Hilary Colton

Project Manager, Events
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