

# Parkrose School District 3

Code: DLC-AR Annex 2 &/or IICA-AR  
 Adopted: 5/29/01  
 Revised: 12.8.23

## Request for Extended Travel and/or Field Trips and Special Events

*Expenses for travel will be reimbursed when the travel has the advance authorization of the travelers Supervisor. Out-of-state travel or travel beyond 200 miles will, additionally, require prior Board approval, unless fully funded from workshop allocations or contractual requirements. The District form "Request for Extended Travel," DLC-AR-Annex 2, will be completed prior to travel and authorized at the appropriate level. (DLC 05/06)*

*Field trips and other curricular/co-curricular activities involving travel (out-of-state travel or travel beyond 200 miles) may be authorized by the superintendent or designee when such trips or activities contribute to the achievement of desirable educational/social/cultural goals. (IICA 3.13.23)*

*In planning and authorizing such trips, primary consideration will be given to educational values derived, the safety and welfare of students involved, community standards of conduct and behavior on the part of all participants and the selection of appropriate adult supervision, either from within the school staff or from the parent and community volunteer pool. (IICA 3.13.23)*

<b>Staff/Student Name(s), school &amp; grade levels or total # of staff by school or department:</b>	Keija Lee		
<b>Destination (city/state):</b> Spokane, WA	<b>Dates of travel:</b>	February 14-16, 2025	
<b>Conference name &amp; purpose for attending:</b> 2025 NAFME All-NW Conference			
<b>Additional details (include support documents or conference web address):</b>  Keija Lee will pay for the rest of the hotel \$481.26			

<b>ESTIMATED EXPENSES:</b>	<b>DESCRIPTION</b> (list a description, indicate # of people, # of dates and multiply for a total cost)	<b>COST</b>
<b>TRAVEL</b> (plane, train or automobile)		0
<b>LODGING</b> (hotel name, fees & number nights)	DoubleTree Hotel Certified Workshop fund Keija Lee portion	\$202.98 \$481.26
<b>PER DIEM</b> (detail # of breakfasts, lunches & dinners)		0

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<b>REGISTRATION FEES</b>	Registration Fee	Certified Workshop Fund	\$280.00
<b>OTHER</b> (bus, uber, sub costs, etc.)	1 day sub	Certified Workshop Fund	\$267.02
Name of authorized person completing this form: Susan Fox			<b>TOTAL</b> \$1,231.26


**Budget Codes** list all that apply, include budget code #, name of budget source and total amounts per code #

Certified Workshop Fund \$750.00 Budget Code: 100.2240.0242.100.330.000  
Keija Lee is paying this portion \$481.26

Signature:  Date: 1/23/25  
Director of Business Services & Operations/CFO Sharie Lewis

- All volunteer/chaperones must be authorized by the district in accordance with the Board's Volunteer Policy IICC & district protocols.
- Written parental permission must be obtained for each trip. The signed form showing parental approval and acknowledgment of student conduct guidelines will be maintained on file in the school office for a period of one year. (IICA 3.13.23)

Signature: Molly Signed the workshop form Date: \_\_\_\_\_  
Principal/Supervisor

Signature: \_\_\_\_\_ Date: 1/23/25  
Superintendent or Designee 

Board Approved  
Board Denied  
Board Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**National Association  
for Music Education**



EVENTS

## 2025 NAFME Northwest Division Conference

← [Back to Event Calendar \(https://nafme.org/professional-learning-events/event-calendar/\)](https://nafme.org/professional-learning-events/event-calendar/)



[/ Professional Learning & Events \(https://nafme.org/professional-learning-events/\)](https://nafme.org/professional-learning-events/) / 
 [Event Calendar \(https://nafme.org/professional-learning-events/event-calendar/\)](https://nafme.org/professional-learning-events/event-calendar/) / 
 2025 NAFME Northwest Division Conference

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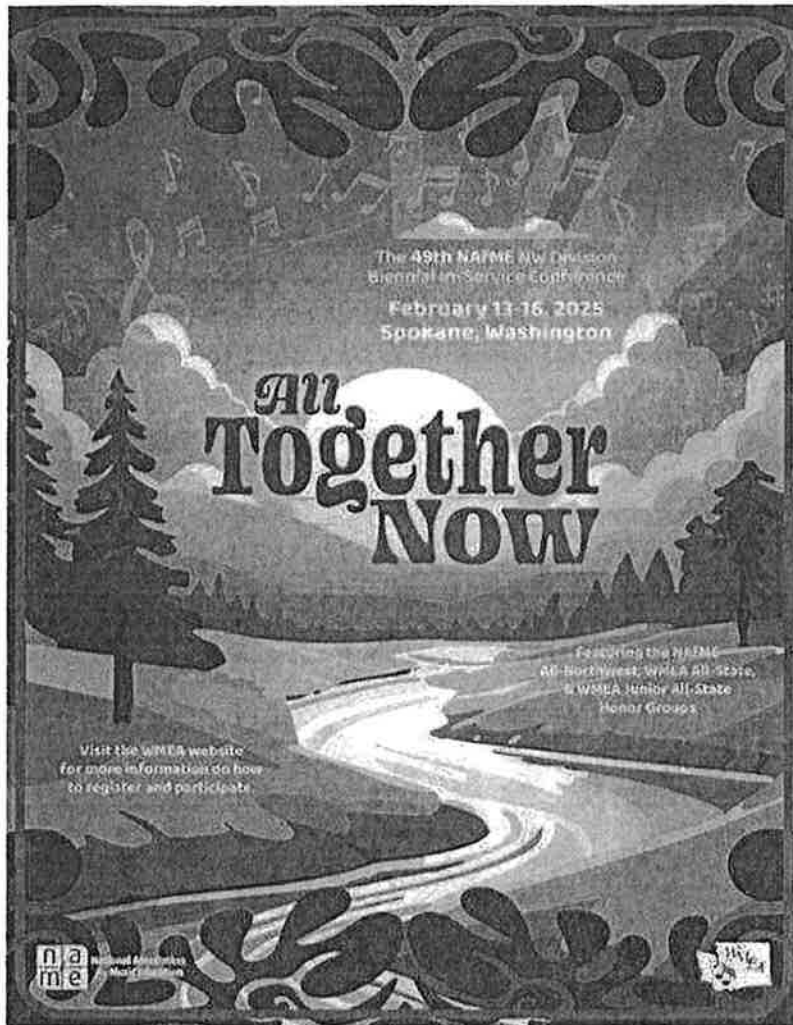
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**About the Event**

Accept  X

# 2025 NAFME Northwest Division Conference

Spokane, Washington, February 13-16, 2025



(<https://wmea.org/conferences/nafme-northwest-division-conference/>)

## Sessions

### Deb Confredo, NAFME President

- February 13: "Collaboration, Connections, and Creativity: Working Together Towards Music Education Goals"
- February 15: "A Blueprint for Strengthening the Music Teacher Profession: All Hands on Deck!"
- February 16: "Our Shared Mission: Mapping the Future of Music Education Through the Blueprint"

### Angela Keedy, NAFME Professional Development Specialist

- February 16: "Connected Arts Networks: Creating Systems of Support and Professional Learning for Music Teachers"

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### Jazzmone Sutton, NAFME Senior Manager for State Advocacy and Equity

- February 16: “Seeking the Light Within: How to Maintain Your Advocacy Efforts in the Face of Burnout”

### About NAFME Northwest Division

The National Association for Music Education is divided into six divisions. The Northwest Division comprises Alaska, Idaho, Montana, Oregon, Washington and Wyoming. The governing board for the division includes the president, president-elect and past president of the Northwest Division (elected by all members in the six states) plus the presidents of the six states. Presidents-elect and past presidents of the six states serve in an advisory capacity.

More conference information will be added here (<https://wmea.org/conferences/nafme-northwest-division-conference/>) as it becomes available.



(<https://nafme.org/ads/728x90-music-educators-journal-house-ad/>).

**Register** (<https://wmea.org/conference-registration/>)

#### Start Date

February 13, 2025

#### End Date

February 16, 2025

#### Categories

Professional Development

#### Event Category

Conference

#### In Person

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