

APPENDIX A

HARVEY PUBLIC SCHOOLS DISTRICT 152
CONFERENCE / CONVENTION / WORKSHOP ATTENDANCE REQUEST

Please submit one copy of any information you may have concerning this request at least 30 DAYS BEFORE requested c / c / w date(s).
(PLEASE PRINT)

Name of Person: Sarah Cheranichit
Grade / Subject / School: Art (Holmes, Whittier)
Name / Date of C / C / W: National Art Ed. Association March 26-28
Location of C / C / W: Minneapolis, Minnesota

Give a tentative summary of expected expenses:

Registration: \$ 185.00 now / \$215. after 2/20/20
Travel: \$ 80.00
Food: \$ 0
Lodging: \$ 200.00
Other: \$ 800
Estimated Total: \$ 465.00

Will a substitute be required? Yes: No: All Day? Yes: No: AM / PM

Long Range Plan: _____ Goal: Explain what you desire to gain by attendance:

Gain deeper knowledge at the biggest art ed. conference in the world. ex. sumi ink workshop - please see attached sched.

[Signature] 1/7/20 Applicant's Signature & Date
D. Strong 1/13/20 Principal's Signature & Date
[Signature] 1-17-20 Administrator's Signature & Date

NOTE: IF APPROVED, A WRITTEN REPORT MUST BE SUBMITTED TO SUPERINTENDENT OR ADMINISTRATOR WITHIN ONE WEEK AFTER THE CONFERENCE / CONVENTION / WORKSHOP.

OFFICE USE ONLY

APPROVED _____ DATE _____ DISAPPROVED _____ DATE _____

Account Name & Number: _____
PO # _____ CHECK REQUEST: Accounts Payable _____ Payroll _____ Imprest _____

Substitute Account Name & Number: _____

Name of Substitute Called: _____

[Signature] Business Manager Signature / Date
[Signature] 1-22-2020 Superintendent's Signature / Date

REVISED JULY 23, 2019



2020 | MINNEAPOLIS

March 26–28

Can you feel it? The creative energy of the 2020 NAEA National Convention is already flowing! Hundreds of sessions, hands-on workshops, tours, events, and exhibits—designed by and for visual arts education professionals in an array of areas and teaching levels—are aligning to create this premier learning experience. **Come collaborate with us at the largest gathering of visual arts educators in the world!**

Featured Speakers