

# 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>	Andre Goodlow & Jayson Smith		
<b>Destination (city/state):</b> A Anaheim, CA	<b>Dates of travel:</b>	Nov 6-8, 2024	
<b>Purpose (conference name/student activity):</b> Edupoint Synergy Connect 2024 User's Conference			
<b>Additional details (include support documents or conference web address):</b>			

<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)	Airline 2 Tickets	\$ 933.00
<b>LODGING</b> (hotel name, fees & number nights)	Disneyland Hotel \$670.00 with tax x 2	\$1,340.00
<b>PER DIEM</b> (detail # of breakfasts, lunches & dinners)	Conference Provides (Nov 7 Breakfast,Lunch,Dinner)(Nov 8 Breakfast,Lunch) Nov 6 Dinner \$37.00 x 2=\$74.00 Nov 8 x 2=\$74.00	\$148.00

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<b>REGISTRATION FEES</b>	Early Bird Registration \$795.00 x 2	\$1,590.00
<b>OTHER</b> (bus, uber, sub costs, etc.)	Taxi or Uber Roundtrip	\$68.00
Name of authorized person completing this form:		<b>TOTAL</b> \$ 4,079.00

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

Signature:   
 Director of Business Services & Operations/CFO Sharie Lewis

Date: 6/18/24

- 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:  
 Principal/Supervisor

Date:

Signature:  
 Superintendent or Designee 

Date: 6/18/24

Board Approved  
 Board Denied  
 Board Chair Signature:

Date:



## **Wednesday, November 6**

### **Pre-Conference Boot Camp**

**(Additional \$545 per session)**

7:00 am - 8:00 am | Boot Camp Check In and Continental Breakfast

8:00 am - 11:30 am | Boot Camp Sessions

11:30 am - 12:30 pm | Boot Camp Lunch

12:30 pm - 4:00 pm | Boot Camp Sessions

4:00 pm - 8:00 pm | Attendee Registration Open

## **Thursday, November 7**

### **General Conference – Day 1**

7:00 am - 9:00 am | Conference Registration and Breakfast

8:00 am - 8:45 am | CONNECT Hub

9:15 am - 11:30 am | Opening General Session

11:30 am - 1:00 pm | Lunch

11:30 am - 5:00 pm | CONNECT Hub

1:00 pm - 2:10 pm | Breakout Session #1

2:20 pm - 3:30 pm | Breakout Session #2

3:30 pm - 4:00 pm | Refreshment Break

4:00 pm - 5:10 pm | Breakout Session #3

5:15 pm - 7:00 pm | Networking Reception with LIVE Music!

## **Friday, November 8**

### **General Conference – Day 2**

7:00 am - 9:00 am | Breakfast

8:00 am - 3:20 pm | CONNECT Hub

9:00 am - 10:10 am | Breakout Session #4

10:20 am - 11:30 am | Breakout Session #5

11:30 am - 1:00 pm | Lunch

1:00 pm - 2:10 pm | Breakout Session #6

2:20 pm - 3:30 pm | Breakout Session #7

3:30 pm - 4:00 pm | Closing General Session