



# Pleasantville Public Schools



## CONFERENCE/FIELD TRIP REQUEST FORM PROCEDURES

The following procedures are to ensure requests are processed in a timely manner.

1. All Pleasantville Board of Education (PBOE) Curriculum and Instruction items must be submitted thirty (30) days prior to event.

**NOTE: If thirty (30) days notification is not possible, it is imperative that the Curriculum and Instruction Office is notified immediately to provide support and guidance on how the issue will be addressed.**

**\*\*\*All forms must be submitted with original signatures\*\*\***

### **\*\*Conference Payment\*\***

- ✓ Copy of conference form and brochure must be forwarded to the purchasing department to process payment (Purchase Order).
  - ✓ All conferences paid for through Title II or Title III a copy of the conference form must also be sent to Funded Program to generate a requisition for payment.
2. Each request must be filled out completely. Write N/A or place a slash (/) to indicate not applicable.
    - a. *Conference/workshop must be content associated, PIP related, classroom management based or state required/ mandated to be considered for attendance.*
    - b. *Field trip must be student-centered, educationally based and grade*
  3. Any cost associated with your request for attendance at a conference, workshop, or trip must include:
    - a. *Registration or admission cost with the appropriate account number*
    - b. *Transportation cost with an appropriate account number*
  4. **All supportive documentation must be attached**
    - a. *Flyer/Brochure/Pamphlet describing educational content of activity*
    - b. *Conference request **must** have supporting documentation with the date(s), time, cost and location of the event.*
  5. The Conference/Field Trip Request forms will be submitted to the PBOE Curriculum Committee for review prior to submission for the PBOE approval.
  6. After the Board of Education's approval, the business office will send all administrators an email indicating the agenda items approved. The administrators are to notify staff once approval is received.
  7. A brief report/ conference summary (A-5) on the content of the workshop must be submitted to the principal, immediate supervisor and director of C&I within five (5) working days after attendance.

**Note: These parameters are needed to bring the district in compliance with NJSBA A5 School Accountability Act.**