

## **Guidelines for selecting staff to attend national conferences**

The following guidelines will be used for the selection of participants to attend national conferences. A concerted effort has been made to ensure the school is consistent in providing the most cost effective support and feasible participation for the national conferences.

### **Procedures:**

Each year the school will ask for proposals from staff to attend national conferences. This proposal should be submitted at least 3 months prior to the dates of the conference. The proposal should include:

- Name, dates, and location of conference
- Rational for attending conference including affiliation to the organization, relevance to school program, relevance to content area.
- Estimated costs including registration fees, travel, lodging, and per diem expenses for reimbursement.
- Substitute needs/dates

Attendance and amount of reimbursement (registration fees, travel, and per diem) for national conferences will be based on following criteria:

1. Conference focus is aligned with school goals and/or direction
2. Conference content will be used by attendees to inservice/train school staff
3. Presenter at national conference or officer in national organization
4. Relevance of conference to content area assigned
5. Number of attendees
6. Number of requests
7. Number of conferences (instate) that have been attended in the last year

\*Reimbursement for all expenses may be pro-rated based on the above criteria at the discretion of the administrator.

\*\*Emphasis will be given to staff who provide leadership in schoolwide programs (mentors, administrators, program coordinators). The individuals mentioned shall be allowed to attend one National Conference per year relevant to position held and/or the specific area of responsibility (this is subject to available funds).

Employees eligible for national conference shall be:

Permanent Full Time Employees who:

- Did not attend a national conference last year.
- Who have indicated a specific conference on their Individual Staff Development Plan
- Have 2 years employment at the school
- Have met the criteria for advanced placement on the salary schedule.

Note: The level of participation may be increased when national conferences are held locally, but increases shall be subject to budget constraints and at the discretion of the administrator.