

**St. Cloud Administrators Association  
Request for Conference, Convention, or In-Service Attendance**

Name \_\_\_\_\_ Date \_\_\_\_\_

Title of Activity \_\_\_\_\_

Location \_\_\_\_\_ Dates \_\_\_\_\_

This is: (check one)

a) State Convention (annually) – Organization \_\_\_\_\_

b) National Convention\* - Organization \_\_\_\_\_

Budget Code: \_\_\_\_\_

c) In-Service – Organization \_\_\_\_\_

\* May attend only every-other-year as per the Association Rotation list. May include an alternate national such as ASCD.

How Does This Activity Relate To Your District Assignment?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Others From District 742 Planning to Attend: \_\_\_\_\_

Approval of Immediate Supervisor \_\_\_\_\_

**ANTICIPATED COSTS:**

REGISTRATION \_\_\_\_\_

HOTEL \_\_\_\_\_

TRAVEL \_\_\_\_\_

OTHER \_\_\_\_\_

TOTAL \_\_\_\_\_

Committee Action: Date: _____
Approved _____ Denied _____
If Denied, why: _____ _____ _____
_____ Signature In-Service Committee Chair
_____ Signature Superintendent

To seek the necessary pre-approval for Minnesota Administrator continuing education clock hours send a copy of the conference meeting description and agenda to our renewal unit specialist – Pete Adam at Technical High School.