

**PIERZ SCHOOLS
WORKSHOP REQUEST FORM**

DATE: _____

Registration Deadline Date: _____

Workshop Date: _____

NAME OF CONFERENCE/WORKSHOP ATTENDING: _____

(attach information)

MAKE CHECK PAYABLE TO: _____

MAIL TO: _____

Requested by: _____

			Total
Registration Fee	_____ @ \$ _____		\$ _____ *
Sub(s) needed	_____ @ \$ <u>130.00</u>		\$ _____
Lodging	_____ /nights @ \$ _____		\$ _____
*Dates of Lodging	arrive / / _____ depart / / _____		
<i>(*Complete & attach lodging information if necessary.)</i>			
Transportation	Requested ___yes___ no		
Mileage	_____ miles @ \$ <u>.50</u>		\$ _____
	<i>(only if no school vehicle available)</i>		
Meals	_____ @ \$ _____		\$ _____
TOTAL			\$ _____

*Attach completed registration form.

I have already registered ___YES___ ___NO___. **I have already booked my lodging** ___YES___ ___NO__.

Comment on this opportunity, how you will apply this to your curriculum and/or position and explain how you will share your experience.

(office use only)
ADMINISTRATIVE CONFIRMATION

Building Administrator Date

Business Manager Date

PO#: _____

Code _____

Voucher Amount \$ _____

Code _____