

MEMO

TO: S.V. Teachers

FROM: Peg

DATE: Fall, 2015

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Hello:

**Just a note to update you on the Procedures regarding Workshop Requests.
We are asking that Teachers:**

- (1) Fill out the Professional Development Approval Form.
This applies to any Workshop so John is aware of the costs.
When John signs his approval, I will mail back the form & you can then**
- (2) Register and send in your own payment**
- (3) If applicable, make your hotel arrangements, asking for State Rate.**
- (4) Carpool & Room-Share when possible,**
- (5) We are also asking that you send in an Agenda for the Workshop,**
- (6) which can be attached to your Reimbursement Claim Forms to be submitted by the 25th of each Month.**

Thank you!