



Region 35

Schaumburg Education Association
Schaumburg Educational Employees Organization

REGION 35 REQUEST FOR FUNDING TO ATTEND A CONFERENCE

Name: _____

Address: _____

Home/Cell Phone: _____ Personal E-Mail: _____

Base School: _____ Local: SEA SEE0

What conference are your requesting Region 35 funding for: _____

Location of conference: _____ Date(s) of Conference: _____

Amount requested for conference costs (e.g., registration, hotel, travel, food, substitute, etc.) \$ _____

Why do you want to attend this conference?

What do you expect to learn at this conference?

How are you going to share out information learned at this conference?

With whom are you going to share this information and how?



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- ☐ This is my first time requesting Region 35 funding to attend a conference.
- ☐ I have received Region 35 funding in the past to attend a conference.

(Optional).....Position(s) held and/or activities completed within the district, local, Region, IEA and/or NEA:

Position	District, Local, Region, IEA, NEA	Year(s)

Previous Conferences Attended	Year(s)	Previous Region 35 Funding

I understand that completion of this form does not indicate automatic Region 35 funding to attend the conference and that I will need to wait to receive a response from one of the Region 35 officers regarding the result of my request.

If selected as a funded participant:

- I agree to submit a written report to the Region 35 Chair answering the attached questions within **30 days** of the conclusion of this conference
- I understand that I may have to initially pay for the conference out of pocket and will complete and submit a Region 35 voucher to the Region 35 Treasurer for reimbursement.
- I understand that if I do receive an advance to attend the conference and am unable to attend I will be personally liable for any pre-paid costs (e.g., registration fee, hotel, travel, etc.).

Signature

Date

Please return this form to: **Lori Mobley, Region 35 Chair - MacArthur Elementary School**

Region 35 Completion Only	Was request for funding granted	YES	NO
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