SAN FRANCISCO UNIFIED SCHOOL DISTRICT

TRAVEL FORM

This form must be properly completed and submitted to the Office of Approval not less than 10 workdays before the date of departure.

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| Name: KE Hones | Position: **Teacher Librarian** |
| School/Dept.: Downtown, Civic Center, Hilltop | Phone Number: 415 695 5606 |
| Employee ID#: 4476 | Substitute ~~(is)~~ **(is not)** required |
| # of Work Days absent: 2From 2/2/17 to 2/3/17 | ~~Dates:~~ ~~(Substitute not authorized for absences of two days or less)~~ |
| EDUCATIONAL PURPOSE |
| Reason for Travel: **To attend CSLA California School Library Association Annual Conference** |
| Destination/Location: **Rohnert Park** |
| Dates of Activity/Event: **February 2-5, 2017** |
| Number of other personnel attending meeting/conference: **31**SFUSD Staff: **31**  SFUSD Students: Community Representatives: |
| Travel Performed By | Estimated Travel Costs |
| * Plane
* Train
* Pvt Car (if private car is used attach list of names of other SFUSD persons traveling in car)
* Bus
* Rental Car
 | ~~Meals &~~ Lodging: $ N/ATransportation: $ 200.00Other Registration: **$ Already Paid via P.O.**Total: $ 200.00Appropriation #: **01 90535 1110 2420 5202 055** |
| Travel requested is necessary for educational purposes.Requester’s Signature: Date: 10/18/16Kay E. Hones |
| Approved, I certify that funds are available and requested travel is necessary and consistent with established educational purposes:**School Principal or Dept. Head:** Date: |
| Approved for Superintendent of Schools Date:  |

SFUSD TRAVEL REQUEST FORM ADDENDUM

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| Name of Conference: **CSLA Annual Conference-San Diego 2017** |
| Dates of Activity/Conference: **February 2-5 , 2017** |
| Location of Conference: **Double Tree Hotel in Rohnert Park** |
| Major Objectives for Travel/Conference Attendance: TO ATTEND WORKSHOPS FOR TOPICS PARTICULAR TO LITERACY AND RESEARCH VIA SCHOOL LIBRARIESTO NETWORK WITH OTHER TEACHER LIBRARIANS IN THE STATE OF CA AND BRING NEW IDEAS BACK TO OUR STUDENTS AND FACULTIESPresent two workshops; conference committee  |
| How will Activity/Conference participation improve the effectiveness of instruction for students?ATTENDING THE ANNUAL CONFERENCE WILL ALLOW ME TO KEEP UP WITH LIBRARY PROGRAMMING ACROSS THE STATE AND BRING THAT INFORMATION BACK TO OUR FACULTIES AND STUDENTS. IN ADDITION, I WILL LEARN NEW IDEAS TO PUT INTO PRACTICE FOR OUR STUDENTS. |
| Specifically, HOW and WHEN do you plan to disseminate information skills, and/or knowledge gained from Activity/Conference?ALL TEACHER LIBRARIANS WILL PRESENT THEIR LEARNING AND EXPERIENCES AT PD AND MEETINGS FOR ELEMENTARY, MIDDLE AND HIGH SCHOOLS. Resources & lessons for Teachers & students @ Downtown, Hilltop & Civic Center Spring 2017 |
| Target Audience: Date:  |
| (Attach additional sheet, if needed.) |
| Kay E. Hones Downtown, Civic Center & Hilltop Name of person requesting approval (PRINT) Site/Work Location |
|  |
| Approved by: Date: |
|  **Principal**/Supervisor/Ass’t Supt./Supt.’s Designee |
| This form must be completed, signed and submitted with the Travel Request Form. |