

SPECIAL SERVICES COOPERATIVE  
SHARE THE KNOWLEDGE

Staff Member: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Your request to attend a conference or workshop will be approved when I receive:

- ✓  1. This form
- ✓  2. A request for leave form
- ✓  3. A purchase order for the cost of the training
- ✓  4. A registration form for the conference or workshop
- ✓  5. Hotel / Motel (your responsibility to arrange)

When and where would you like to share your information?

✓ Date and Time: \_\_\_\_\_

✓ Location: \_\_\_\_\_

When you return from the conference\workshop, please let me know about how long your presentation will be and if there is anything specific you would like us to share when letting people know that you will be presenting and what it is about.

If you have any handouts you would like my office to copy, please get them to us one week before your presentation.

We will look forward to learning from you.