

394170

# Professional Development Activity Request

Date April 5, 2022

Activity Request submitted by: LaRyta Hunt (name) Pioneer Ridge Middle Schhol (school)

Activity aligns with:  
 District CSIP Goal: Goal 1.3 & Goal 3.2  
 Building SIP Goal: \_\_\_\_\_

Activity Focus Area(s):  
 Literacy                       Curriculum                       Technology  
 At-risk                               Mathematics                       Instructional Strategies/Improvement

Funding Source(s): \_\_\_\_\_ Approved by: (Both the PD rep and principal must sign)  
 Building    \_\_\_\_\_ Bldg. PD rep Desire Dawn Astor  
 Department--- Dept. name \_\_\_\_\_ \_\_\_\_\_ Bldg principal [Signature]  
 Special Projects (District PD funds)

## Professional Development Activity Description

List name of activity and briefly describe: American School Counselor Association National Conference 2022 - No Limits  
Virtual break-out rooms, descriptions provided on ASCA website

Location virtual Date of activity July 9, 2022 - July 12, 2022

Participant names LaRyta Hunt

**Substitute Salary**  
Substitute costs (\$95 per day w/benefits)  
\_\_\_\_\_ X \_\_\_\_\_ X \_\_\_\_\_ = \$0.00  
# of subs      # of days      \$95.00      Total

**Staff compensation**  
Stipend (\$20 per hour w/benefits)      \$0.00

**Purchased Services**  
Airfare (total \$)      \$0.00  
Registration\* (Total amount)      \$169.00  
Lodging\*\* (Total amount)      \$0.00  
Consultant Fee      \$0.00

**Materials/Supplies**      \$0.00

**Grand Total:**      169.00

Expense Summary:	Cost	Fund
	\$0.00	Building funds
	\$0.00	Department funds
	\$169.00	Special Projects

**Required Forms** (Must be attached to this request)  
Authorized Leave Form \*  
(A separate form must be completed for each participant)

Time Sheet  
(A separate time sheet must be submitted for each participant)

Travel Request/Reimbursement Form  
Travel Request/Reimbursement Form \* Please include copy of registration  
Travel Request/Reimbursement Form\*\*You will need to make your own hotel reservations.

Consultant Form  
Request for Materials and Supplies Form

Activity:  
 Approved  
 Not approved  
\_\_\_\_\_  
Prissy LeMay



## Virtual Registration Form

### Review

Review the information below to confirm your registration is correct. Then, click Continue to submit your payment and complete the registration process.

Qty	Description	Amount
	La Ryta Hunt (George Caleb Bingham Middle School)	
1	Virtual-Only Full Conference Student Member	\$169.00
		Balance Due \$169.00



Please select the payment type you are going to use.

- Credit Card
- Check
- Purchase Order

Enter your discount code in the box provided below. Then, select the Apply Discount button.

#### Group Registration

Select the button below to add an additional attendee.

[Add Additional Attendees](#)

[Back](#) [Continue](#)



## Virtual Registration Form

### Review

Review the information below to confirm your registration is correct. Then, click Continue to submit your payment and complete the registration process.

Qty	Description	Amount
	<b>La Ryta Hunt (George Caleb Bingham Middle School)</b>	
1	Virtual-Only Full Conference Student Member	\$169.00
		Balance Due
		\$169.00



Please select the payment type you are going to use.

- Credit Card
- Check
- Purchase Order

Enter your discount code in the box provided below. Then, select the Apply Discount button.

#### Group Registration

Select the button below to add an additional attendee.

[Add Additional Attendees](#)

[Back](#) [Continue](#)



## Virtual Registration Form

### Review

Review the information below to confirm your registration is correct. Then, click Continue to submit your payment and complete the registration process.

Qty	Description	Amount
 <b>La Ryta Hunt (George Caleb Bingham Middle School)</b>		
1	Purchase Order Processing Fee	\$10.00
1	Virtual-Only Full Conference Student Member	\$169.00
Balance Due		\$179.00



Please select the payment type you are going to use.

- Credit Card
- Check
- Purchase Order

Enter your discount code in the box provided below. Then, select the Apply Discount button.

Apply Discount

**Group Registration**

Select the button below to add an additional attendee.

Add Additional Attendees

[Back](#)   [Continue](#)