



# Santa Ana Educators' Association Inc. CTA-NEA

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## CONFERENCE/WORKSHOP REQUEST FORM

### Guidelines:

- ✓ No more than three conferences a year unless directly related to your position in SAEA.
- ✓ Conference Request Form must be completed prior to attending conference.

|              |                |
|--------------|----------------|
| Member Name: | Site:          |
| Address:     |                |
| City:        | Zip:           |
| Email:       | Phone: (     ) |

|   |           |
|---|-----------|
| Conference/Workshop:  |           |
| Date(s):  | Location: |
| Description of Conference/Workshop (also attach brochure, etc.) |           |
|   |           |
|   |           |

### Specific plan for implementing Conference/Workshop for the benefit of Chapter Members:

- Presentation at Rep Council
- Formation and/or chairing of a committee
- Time in assisting in SAEA Office (5 hours per conference)
- Other: \_\_\_\_\_

### Estimated Costs:

|                                   |    |
|-----------------------------------|----|
| Conference/Workshop Registration: | \$ |
| Lodging:                          | \$ |
| Transportation:                   | \$ |
| Meals:                            | \$ |
| Substitute:                       | \$ |
| Other:                            | \$ |
| Total:                            | \$ |

Turn in this completed form to the SAEA Treasurer or Committee Designee.