

**Arlington School District No. 16**  
*"We provide the means to accomplish dreams"*

<b>Supportive Information Sheet</b>
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**Subject:**    **OUT OF STATE TRAVEL – ITCA CONFERENCE,  
CHICAGO, JUNE 16-19, 2009**

Action

**Page(s):**    Three (3), including cover

**Submitted by:**    Warren Hopkins, Deputy Superintendent

**Date:**    May 26, 2009

**Background Information:**

The District has a long history of using True Colors to increase communication and support individual learning styles. In the past, I have presented at the ITCA Conference and have been on the regional conference planning committee.

**Administrative Consideration:**

The International True Colors Association holds a national conference every two years. This year it is in Chicago, June 17-18. To accommodate travel and the conference schedule, I would need to leave on June 16 and return on June 19. While at the conference, I have been asked to sit on a panel discussion regarding best practices for presenting True Colors.

No district funds are requested for this trip. All expenses (air, hotel, registration, meals) will be paid from personal funds.

**Superintendent's Recommendation:**

That the Board approves out of state travel for the Deputy Superintendent to attend the International True Colors Conference in Chicago, IL, June 16-19, 2009.

ARLINGTON SCHOOL DISTRICT NO. 16  
315 N. FRENCH  
ARLINGTON, WA 98223

**OUT OF STATE TRAVEL REQUEST FORM**

Any out of state travel for an employee of the District, for any group of students who are supervised by a certificated or classified staff member, or any employee, or student chosen to represent the District at any approved event, needs to complete this form which will be reviewed by the Board of Directors prior to any consideration for travel approval. Board Policy 5409 specifies that this permission is necessary. Please complete this form and submit it to the Board Secretary at the Administration Office at least 15 days prior to the regularly scheduled board meeting so that this information can be included in the board packet for review before the scheduled meeting time.

*The employee who is submitting this form is required to attend the Board meeting to answer any questions which might be raised by a Board member.*

Name Warren Hopkins

Building District Office

Date(s) of proposed out of state travel: June 16-19, 2009

The purpose for this out of state travel request is: Attend the 2009 International True Colors Conference in Chicago, June 17-18.

The number of people who will comprise the group is: 1

The estimated cost of the trip will be \$0; and, the source of the funding for the trip is from personal funds

I have made arrangements with my immediate supervisor for coverage at my work site while I am not at work. \_\_\_\_\_*(please initial)*

I am willing to share information with my colleagues that I have gained from my out-of-state travel experience in the following manner:

Will report back to other True Colors facilitators.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date

Out of state travel was    approved    denied by the Board of Directors on: \_\_\_\_\_

*\*Please see the back for additional mandatory detail*

**OUT OF STATE TRAVEL REQUEST FORM**

**ADDITIONAL COMMENTS**

\*Please include the following information in the estimated cost for your proposed travel if applicable:

a) substitute costs, if necessary,

\$0

b) mileage costs -

\$0

c) registration costs -

\$0

d) incidental costs related to this travel -

\$0