

Procedures for Career & Technical Student Organization (CTSO) Conferences

District/Local Conferences – One Day Only

At least **three weeks prior** to the conference:

- Teacher informs Post Secondary Pathways, CTE and Arts Department that s/he will be attending the conference
- Teacher completes a leave of absence form
- Principal signs leave of absence form and keeps on file
- If bus is necessary, teacher tells PSP/CTE/Arts Department how many students are attending, location and time of conference
- PSP/CTE/Arts staff makes bus arrangements

District/State Conferences – Two or more days, in Colorado

At least **four weeks prior** to the conference:

- Teacher informs Post Secondary Pathways, CTE and Arts Department that s/he will be attending the conference and provides the number of students and adults attending
- Teacher completes a leave of absence form
- Principal signs leave of absence form
- Original leave of absence form (signed by teacher and principal) is sent to the Travel Technician, Accounts Payable, 900 Grant St.
- Teacher collects signed Parent Release Agreements and Powers of Attorney for each student
- Teacher completes Off Campus Trip Application and submits to the office of Alternative Education/ParentFamily, 1st Floor, 900 Grant St. Application includes copy of teacher leave form and a list of students attending the conference. Student list includes names, addresses, & phone numbers
- PSP/CTE/Arts staff makes bus arrangements
- The teacher submits a Travel Expense Report to the Travel Technician within 15 days of the end of the conference. Eligible expenses for reimbursement are registration, lodging and per diem
- Copies of leave forms and travel expense reports are sent to PSP/CTE office for their budget records

National/International Conferences – Two or more days, out of state

At least **six-eight weeks prior** to the conference:

- Teacher informs Post Secondary Pathways, CTE and Arts Department that s/he will be attending the conference and provides the number of students and adults attending
- Teacher completes a leave of absence form
- Principal signs leave of absence form
- Original leave of absence form (signed by teacher and principal) is sent to the Travel Technician, Accounts Payable, 900 Grant St.
- Teacher makes travel arrangements, following the district's travel procedures
- Teacher collects signed Parent Release Agreements and Powers of Attorney for each student
- Teacher completes Off Campus Trip Application and submits to the office of Alternative Education/ParentFamily, 1st Floor, 900 Grant St. Application includes copy of teacher leave form and a list of students attending the conference. Student list includes names, addresses, & phone numbers
- The teacher submits a Travel Expense Report to the Travel Technician within 15 days of the end of the conference. Eligible expenses for reimbursement are registration, airfare, lodging and per diem. Rental cars are rarely eligible for reimbursement, and pre-approval must be obtained
- Copies of leave forms and travel expense reports are sent to PSP/CTE office for their budget records