



APPENDIX A

**Board of Education School District No. 53
Professional Development - Form of Intention**

Date _____

Name																			
Conference/Visitation Name																			
Brief Explanation on how this Activity Relates to Trustee Roles and Responsibilities:																			
Location	Dates																		
<p>Projected Expenses</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Travel</td> <td style="width: 10%; text-align: center;">\$</td> <td style="width: 40%; border-bottom: 1px solid black;"></td> </tr> <tr> <td>Registration</td> <td></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Accommodation</td> <td></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Meals</td> <td></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Other</td> <td></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Total Expenses Projected</td> <td style="text-align: center;">\$</td> <td style="border-bottom: 3px double black;"></td> </tr> </table> <p><u>Note: This is only an estimation of expenses</u></p>		Travel	\$		Registration			Accommodation			Meals			Other			Total Expenses Projected	\$	
Travel	\$																		
Registration																			
Accommodation																			
Meals																			
Other																			
Total Expenses Projected	\$																		
<p>Approved _____</p> <p style="margin-left: 100px;">Rob Zandee Board Chair</p>																			

Please forward a copy to Jody Cvitko and Rob Zandee. Thank You.