Fall Conference Checklist

Conference Registration
☐ Register for Fall Conference—Blue Panda—**September 15th**
☐ Pay registration fees **(Fees not paid by December 1st will result in inability to register for State Leadership Conference)**
☐ Medical/Liability Release forms submitted

Travel Information through School
☐ PO Request for registration
☐ Trip Request submitted to school

Lodging (if needed)
☐ Book hotel

Transportation
☐ Request bus
☐ Fuel Card Request

Administrative Task
☐ Secure Medical/Liability Forms
☐ Permission slip for travel
☐ Create schedule for travel
☐ Request Substitute
☐ Create Sub Notes
☐ Turn-in list of students attending to the office