



# 21<sup>st</sup> CCLC National Conference Request



Training is an essential component to high quality before and after school programs. As part of your grant requirement you are required to participate in professional development opportunities. A list of conferences and trainings is updated and maintained on the DESE Portal for Afterschool Programs. National Conferences are optional, not required. This list is not inclusive and that you may request permission to attend conferences/trainings that are not listed on the DESE Portal. This form must be completed and submitted for review and approval by the DESE prior to using grant funds to attend a national conference/training:

- Must get at least a 45-day prior approval from DESE.
- Up to three people may request permission to attend. Approval of multiple staff members attending depend on the size of program, the size of the conference, and appropriate relation of person to program operation.
- May use grant money to attend only one national conference per year.
- Must obtain training certificates for those approved to attend and maintain in their file for DESE site visits, DESE monitoring visits, or upon DESE request. If a training certificate is not offered, please use the program agenda and ask the presenters at the sessions to sign next to their description on the agenda that you were in attendance. This will be collected as part of the monitoring process.
- If registered in PARS, you must provide the appropriate information to the OPEN office to update your information.

DESE will review and fax back your approval/denial status.

### Grantee Information

<b>District/Organization Name:</b>		<b>County:</b>
<b>Phone Number:</b>	<b>Fax Number:</b>	<b>Cohort:</b> <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7

### Conference/Training Information

<b>Name of National Conference/Training:</b>	<b>Conference Web site:</b>
<b>Location:</b>	<b>Dates:</b>

### 1<sup>st</sup> Person Requesting to Attend the Above National Conference/Training

<b>Name:</b>	<b>Title:</b>	<b>Relation to Program:</b>	<b>Email:</b>
--------------	---------------	-----------------------------	---------------

### Additional Staff Requesting Permission to Attend the Above National Conference/Training

<b>Name:</b>	<b>Title:</b>	<b>Relation to Program:</b>	<b>Email:</b>
<b>Name:</b>	<b>Title:</b>	<b>Relation to Program:</b>	<b>Email:</b>

Please explain why it is necessary for more than one person to attend this conference.

<b>Signature of Contact Person:</b>	<b>Date:</b>
<b>Authorized Signature:</b>	<b>Date:</b>

<b>FOR DEPARTMENT USE ONLY- APPROVAL</b>	<b>PLEASE COMPLETE AND RETURN TO:</b> Afterschool Program Extended Learning Department of Elementary and Secondary Education P.O. Box 480 Jefferson City, MO 65102-0480 Phone: (573) 522-2627 Fax: (573) 522-3726
--	---