

CONFERENCES AND WORKSHOPS

Travel funds are to be requested from the campus principal. As such funds are limited and all campus staff will be approaching the principal with travel requests, it is wise to plan early and support your request with as much information as possible about the conference or workshop you wish to attend, including the benefits to you and your students or fellow teachers.

- Release time does not usually exceed 3 consecutive days
- Conference expenses are usually capped at the rate of preregistration for organization members
- If budgets do not cover expenses, a librarian may request approval of the necessary days off, with or without sub, in order to attend at his or her own expense.