

# Professional Learning/Activity Request Form Pt II

I, \_\_\_\_\_, *would like to attend:*  
Employee's Name

\_\_\_\_\_  
Name of Event

being held at \_\_\_\_\_  
Location of Event

on \_\_\_\_\_.  
Date(s)

Professional Learning request is attached: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Bus Request is attached: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A

**Please initial below:**



\_\_\_\_\_ This activity is not required by the Van Buren School District, and by ***volunteering*** to attend I understand that I will not receive additional compensation.

\_\_\_\_\_ I have discussed the ***rooming and travel details*** (if applicable) with my supervisor for the above activity and ***agree*** with the arrangements as they are listed on the Professional Learning Request Form.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

' Approved ' Denied

\_\_\_\_\_  
District Administrator's Signature

\_\_\_\_\_  
Date