

**Alpine County Unified School District / Alpine County Office of Education  
REQUEST TO ATTEND EDUCATIONAL EVENT**

Please complete this form, including all known costs and account codes, and then return request form to the Principal, Business Manager or Superintendent for formal approval. This form will then move on to the District Office for travel arrangement processing.

Name of Attendee: Erin Dobyngs Date Form Given to Supervisor: 6/26/19

I request approval to attend the following seminar, meeting, conference, event, etc.

CA Child Care Coord Assoc 2019 Conference  
(Title of Event; Location; Scheduled Beginning and Ending Dates and Times) 9/25/19 - 9/27/19 Sac, CA

REQUIREMENTS FOR ATTENDING THIS EVENT	AMOUNT REQUESTED
<b>REGISTRATION FEES</b> List the amount requested to register for this event. Attached to this form the required registration form for purchase order processing. If it is required to register on-line, please supply the web site address:	\$ <u>230</u> (Registration Fees)
<b>HOTEL ROOM ACCOMODATION NEEDS</b> In the event a hotel room is required for this event, the District Office will make the arrangements. Estimated Cost per night of hotel is: \$ <u>200</u> . Arrival Date Requested: <u>9/24/19</u> Departure Date Requested: <u>9/27/19</u>	\$ <u>600.00</u> (Total Hotel Costs)
<b>MEALS</b> Meals will be reimbursed at a per diem IRS rate as follows if they are not already covered by the registration fees: <b>Breakfast \$10, Lunch \$15, Dinner \$31 or Daily Rate of \$56 Per Day</b> Travel to and return from district-related activity must begin prior to 7:00 am and/or end after 6:00 pm in order to request reimbursement for breakfast or dinner. In order to receive lunch reimbursement, travel must begin prior to 11:00 am or end after 1:00 pm. <input checked="" type="checkbox"/> I wish to receive my per diem upon my return and will make that notion on the "Claim for Reimbursement Form." <input type="checkbox"/> I plan on saving my receipts and will be attaching them to the "Claim for Reimbursement Form" upon my return. <input type="checkbox"/> I wish to obtain a credit card from the Business Department one day prior to my travel. I will save all credit card receipts and will turn them into the Business Department along with the credit card on the day of my return from travel.	\$ <u>105.00</u> (Total Meal Costs for Entire Event)
<b>METHOD OF TRAVEL</b> <input checked="" type="checkbox"/> I wish to take my <b>personal car</b> . I estimate the number of miles to and from the event to be <u>220</u> x \$.58 / mile = <input type="checkbox"/> I would like to request a <b>school suburban</b> . I estimate the number of miles to and from the event to be _____ x \$.70 / mile = (If more than one person is to attend this event, a school suburban is desired.) <input type="checkbox"/> I need <b>airline tickets</b> arranged for this event. Beginning Departure Date and Time Needed: _____ Returning Departure Date and Time Needed: _____ Airline Preference: _____	\$ <u>130.00</u> (Estimated cost of travel whether it be personal car, school suburban)  \$ _____ (Estimated cost of travel whether it be airline tickets, taxi, or any other travel needs)
<b>SUBSTITUTE NEEDS</b> Is a substitute needed for your position while you are away attending this event? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Cost of a certificated substitute is <b>\$115 per day</b> . The cost of a classified substitute varies depending upon hours and days. For estimation purposes, calculated the cost of a classified as approximately <b>\$75 per day</b> .	\$ <u>0</u> (Estimated cost of a substitute for total event)
<b>APPROVAL SIGNATURES</b> School Principal: <u>[Signature]</u> _____ Date _____ Superintendent and/or Business Manager: _____ Date _____ Board of Trustees (if event is over \$1,000 in expenses) _____ Date _____ Account Code for Funding Event (Determined by Supervisor) <u>FU</u> (2) <u>RES</u> (4) <u>YR</u> (1) <u>GOAL</u> (4) <u>FUN</u> (3) <u>OBJ</u> (4) <u>SCH</u> (4) <u>MGMT</u> (4) Has Suburban Request form been completed and turned in to Transportation Supervisor/Bus Barn? <input type="checkbox"/> Yes <input type="checkbox"/> No Have arrangements been made with School Office for a substitute to be scheduled? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ <u>1065</u> (Total Expenses for this requested event)



# CALIFORNIA CHILD CARE COORDINATORS ASSOCIATION

2019 Conference



***Local Planning Councils and the  
New Era for Early Learning and Care in California***

SEPTEMBER 25	10 AM – 5 PM
SEPTEMBER 26	8 AM – 7 PM
SEPTEMBER 27	8 AM – 1 PM

Embassy Suites by Hilton Sacramento Riverfront Promenade  
100 Capitol Mall - Sacramento, California 95814

REGISTRATION FEE: \$230 PER PERSON (MEMBER RATE) ✓

\$280 PER PERSON (NON-MEMBER RATE)

ROOM RATE: \$179.00/NIGHT (PLUS TAX)

*Registration fees do not include hotel accommodations. A block of rooms has been reserved for September 24-27. Each room must be confirmed no later than September 3, 2019. Please click the link below to secure your reservation.*

Reserve your room [HERE](#)

**REGISTRATION FORM**

**DEADLINE: Sept. 6, 2019**

Dobyns, Erin  
NAME (Last, First)

43 Hawkside Drive Markleeville, CA  
STREET ADDRESS 90120

edobyns@alpinecoe.k12.ca.us  
EMAIL

530-694-1148  
PHONE

LPC Coordinator  
TITLE (for name badge)

Alpine County Office of Education  
AGENCY

Please indicate your registration choice with a check mark:

\$230 Members

\$280 Non-Members

**Please make check, money order or purchase order to: CCCCA**

Mail payment and completed registration form to:

CCCCA  
Attn: Heather Haubrich  
c/o Stanislaus COE (CFS #005)  
1100 H Street  
Modesto, CA 95354

Payments must be received by September 25, 2019. No refunds after September 25, 2019

**DIETARY RESTRICTIONS:**

Do you need a vegetarian meal option?

Any dietary restrictions/allergy?

Note: The treasurer position has changed as has the mailing address for these fees. If your organization needs a new W9 in order to process the registration fee, please contact Heather at [hhaubrich@stanceoe.org](mailto:hhaubrich@stanceoe.org)

Please indicate the days that you will be attending the conference (for meal count):

Wednesday 9/25

Thursday 9/26

Friday 9/27

You are: (  ) driving - if yes, are you using the hotel valet parking? (  ) Yes ( ) No

( ) flying-in - if yes, are you using the hotel shuttle service? ( ) Yes ( ) No

Phone/video access will not be available for this conference



## California Child Care Coordinators Association

# 2019 Annual Conference

September 25-27, 2019

Embassy Suites Hilton Sacramento Riverfront  
100 Capitol Mall, Sacramento, CA

## Local Planning Councils and The New Era of Early Learning and Care in California

Join us to explore emerging trends, best practices and advanced strategies to better engage your council members, communicate with various stakeholders, and move advocacy initiatives forward in this new era of early learning and care in our state. Key to this conference are the strong community-building and networking opportunities that participants have to gain new insights, find inspiration and make new connections.

Reserve your space today  
[myevent.com/CCCCAConference2019](http://myevent.com/CCCCAConference2019)

Go to [www.sacramento.embassysuites.com](http://www.sacramento.embassysuites.com) to reserve your hotel room  
using the group/convention code: CC3



# California Child Care Coordinators Association

## 2019 Fall Coordinator's Conference

**September 25-27, 2019**

Embassy Suites by Hilton Sacramento Riverfront Promenade  
100 Capitol Mall, Sacramento, CA 95814

### Tentative Agenda Day 1\*

#### Wednesday, September 25

- |            |   |
|------------|---|
| 10:00 a.m. | Check-In starts   |
| 10:30 a.m. | Orientation session for new Local Planning Council Coordinators                                   |
| 12:00 p.m. | Lunch<br><i>Open Space: Discussions in Small Groups</i>   |
| 1:00 p.m.  | Welcome   |
| 1:30 p.m.  | Business meeting  |
| 3:00 p.m.  | Guest Speaker: The Role of the Local Planning Councils in the New Era of Early Care and Education |
| 4:00 p.m.  | Stakeholder Engagement and Communication - <i>World Café</i>                                      |
| 5:00 p.m.  | Closing the Day   |

Optional at 6:30 pm - Networking Dinner at Cafeteria 15 L (1116 15th Street. Sacramento)

**See you at 8:00 a.m. on Thursday!**

\* As of 06/25/19



# California Child Care Coordinators Association

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**2019 Fall Coordinator's Conference**

**September 25-27, 2019**

## Tentative Agenda Day 2\*

### **Thursday, September 26**

- 8:00 a.m. Continental Breakfast  
*Open Space: Discussions in Small Groups*
- 8:40 a.m. Welcome
- 8:45 a.m. Workforce Registry
- 10:30 a.m. Keynote Speaker (TBD)
- 12:00 p.m. Break/Lunch  
*Open Space: Discussions in Small Groups*
- 1:15 p.m. Need to Know: CDE/EESD Updates
- 3:00 p.m. Advancement Project
- 5:30 pm Awards Dinner at Rio Café (1110 Front Street. Sacramento)

**See you at 8:00 a.m. on Friday!**



# California Child Care Coordinators Association

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**2019 Fall Coordinator's Conference**

**September 25-27, 2019**

**Tentative Agenda Day 3\***

## **Friday, September 27**

- 8:00 a.m. Continental Breakfast
- 9:00 a.m. Meet at the Capitol: How the Legislative Process Works
- 10:30 a.m. Break/Checkout
- 11:15 a.m. Advocating for Child Care: Trends and Strategies
- 12:30 p.m. Lunch and Closing Remarks
- 1:00 p.m. Adjourn

**Safe Travels Home!**



100 Foothill Rd, Markleeville, CA 96120 to 100  
Capitol Mall, Sacramento, CA

Drive 117 miles, 2 h 17 min

## 100 Foothill Rd

Markleeville, CA 96120

### Take Foothill Rd/Fredericksburg Rd/Fredricksburg Ed to CA-88 W

21 s (367 ft)

- ↑ 1. Head south on Foothill Rd/Fredericksburg Rd/Fredricksburg Ed toward Diamond Valley Rd  
262 ft
- ↩ 2. Turn left onto Diamond Valley Rd  
105 ft

### Take US-50 W to 5th St/Delta Ln in West Sacramento. Take exit 3 from I-80BUS W

2 h 8 min (116 mi)

- ↘ 3. Turn right onto CA-88 W  
9.3 mi
- ↘ 4. Turn right onto CA-89 N  
11.1 mi
- ↩ 5. Turn left onto US-50 W/El Dorado Fwy  
66.3 mi
- ↩ 6. Keep left to continue on US-50 W  
27.1 mi
- ↑ 7. Continue onto I-80BUS W/US-50 W  
2.1 mi
- ↘ 8. Take exit 3 for Jefferson Blvd toward W Sacramento  
0.1 mi
- ↘ 9. Keep right, follow signs for S River Rd/Raley Field  
0.3 mi

### Follow 5th St and CA-275 to your destination in Sacramento

3 min (0.8 mi)

- ↩ 10. Turn left onto 5th St/Delta Ln  
📘 Continue to follow 5th St  
0.4 mi
- ↘ 11. Turn right onto CA-275/Tower Bridge Gateway  
📘 Continue to follow CA-275  
0.4 mi
- ↘ 12. Turn right at Front St  
📘 Destination will be on the right  
128 ft

## 100 Capitol Mall

Sacramento, CA 95814

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.