

KSRA Guidelines for Regional Conferences

KSRA supports the work of local councils to join together to plan and implement regional conferences. A regional conference is defined as a professional development event of at least one day in duration that is sponsored by three or more councils. Applications for start-up funds for regional conferences are encouraged. The application form must be completed and submitted to the KSRA President.

The following guidelines must be met by applicants:

1. The regional conference may not be held in the same time-frame as the annual KSRA conference.
2. Applications will be considered on a revolving basis between August 1st and April 15th. Requests for funding will be considered as they are received.
3. No more than two regional conferences may be held within the same program year, unless the budget has not been expended. If two regional conferences are held, KSRA recommends that they are not held at the same time or in close proximity.
4. Organizers of a regional conference may not request funds in two consecutive years.
5. Requests for funds may not exceed \$2,500.00. Unused start-up funds must be returned to KSRA.
6. The application must be submitted to the KSRA President at least 6 weeks before the planned event.
7. The KSRA President will notify the planner/organizer of the regional conference of approval or denial of the application.
8. The regional conference planner/organizers must comply with KSRA guidelines for providing Act 48 requests to PDE. Contact the KSRA Professional Development Committee for specific information.
9. Within two weeks of the completion of the conference, the regional conference planners/organizers are responsible for submitting completed Act 48 forms to KSRA's Professional Development Committee for submission to PDE.
10. Regional conference planners/organizers are encouraged to invite KSRA officers to the conference and to have a KSRA membership display on site.

KEYSTONE STATE READING ASSOCIATION

Request for Funding for Regional Conference in Pennsylvania

Part 1: Person(s) responsible for initiating and planning regional conference:

Name _____

Council _____ Position in Council _____

E-mail _____ Telephone _____

Name _____

Council _____ Position in Council _____

E-mail _____ Telephone _____

Name _____

Council _____ Position in Council _____

E-mail _____ Telephone _____

Part 2: Site information:

Date(s): _____

Location: _____

Region (counties and/or councils involved): _____

Part 3: Description of Regional Conference:

Theme: _____

Please describe the format of the conference (keynote speakers, break-out sessions, a combination of both; exhibits, expected audience, etc.). Attach another page if necessary.

Part 4: Request for Funds for KSRA Regional Conference in Pennsylvania

Estimate the costs (up to \$2,500) for the conference and submit to KSRA President at least 6 weeks before the planned event. After the conference, use this same form to report spending. Unused start-up funds must be returned to KSRA.

___ Estimated Funding Needs

___ Final Financial Report*

Site Costs (equipment, AV, etc.)

Advertising (include printing and postage)

Conference Costs (speakers' fees, transportation reimbursement,
meals/snacks; other)

Other: _____

TOTAL

*Receipts required

Part 5: Signatures

Regional Conference Chair/Contact Person

Date

Regional Director(s)

Date

KSRA President

Date

Cc: KSRA Coordinator for IRA; KSRA Treasurer

