

Your Name: _____

Title of Workshop: _____

Place/Date of Workshop _____

**Bellmawr School District
Standardized form
For board members and employees
To file a brief report about:**

- (a) training and seminars**
- (b) conventions and conferences and**
- (c) retreats**

Statutory requirement: After the event, **attendees must provide a brief report** that includes a description of the primary purpose for the travel, and a summary of the goals and key issues that were addressed at the event and their relevance to improving instruction or the operation of the school district. [P.L. 2007, c. 53; travel requirements at N.J.S.A. 18A:11-12]

Brief description of the primary purpose for the travel:

Summary of the goals and key issues that were addressed at the event:

The relevance of the items discussed at the event to improving instruction or the operation of the school district:

How would you rate this workshop?

- _____ **Excellent**
- _____ **Good**
- _____ **Fair**
- _____ **Poor**

Comments:

Please provide a copy when submitting travel expenses.