

The Educator Effectiveness Process (EEP) presents

EEP Summer Institute 2017 (SI 2017) Registration

DATES: ~~Monday-June 19 through Thursday-June 22, 2017~~

Monday-June 26 through Thursday-June 29, 2017

Arrival on Sunday June 25 for registration

Embassy Suites by Hilton Dallas Love Field: 3880 W Northwest Hwy, Dallas, TX 75220

Registration Due Date: February 28, 2017

Contact Information:

Title/Status: Superintendent Principal Expert Teacher Leader Career Teacher Leader Other (Please List)- _____

First Name: _____

Last Name: _____

Home Address: _____ City: _____ Zip: _____

Personal Cell Phone #: _____

District Name: _____ Campus Name: _____

Personal Email Address: _____

REQUIRED INFORMATION: Please check all that apply

IMPORTANT DISCLAIMER: All EEP SI 2017 reimbursements, hotel accommodations and travel costs are provided based upon the fact that each EEP campus participant will actively participating in ALL SI 2017 general sessions, and the SI 2017 breakout sessions. You will be required to reimburse YES if you do not honor your commitment to actively participate in ALL required sessions.

| | | Amounts Paid by YES | Amts. Due to YES |
|-----------------|--|---|------------------|
| PER DIEM | 1. <input type="checkbox"/> I am an EEP campus Principal, ETL or CTL, thus I will qualify for up to \$46 per day PER DIEM . I will qualify five days of per diem from Sunday-June 18 th (arrive) – Thursday-June 22 by actively participating in the sessions. YES will reimburse up to \$46.00 per day for food (\$46.00 x 5 = \$230.00 maximum). HOTEL: \$139.00 x 4 nights = \$556.00 | \$556.00 Hotel and \$230.00 (max per diem) | \$0.00 |
| | 2. <input type="checkbox"/> I am an EEP District Superintendent, thus I will qualify for up to \$92 per day PER DIEM. I will qualify for five days of per diem from Sunday-June 18 th (arrive) – Thursday-June 22 nd by actively participating in the sessions. YES will reimburse up to \$46.00 per day for food (\$92.00 x 5 = \$460.00 maximum). HOTEL: \$139.00 x 4 nights = \$556.00 | -or- \$460.00 (max per diem) | |
| DRIVING | 3. <input type="checkbox"/> I am an EEP campus Principal, ETL or CTL and I will be DRIVING carpool with another staff member . YES will reimburse a flat mileage amount of \$200.00 for mileage round trip only if I carpool with another staff member. | \$200.00 | \$0.00 |
| | 4. <input type="checkbox"/> I am an EEP campus Principal, ETL or CTL and will be driving with my family, EEP will only reimburse \$100.00 for mileage round trip. My family will be staying in my room. | - OR - \$100.00 | |
| | 5. <input type="checkbox"/> I am an EEP campus Principal, ETL or CTL and I will be DRIVING alone . YES will reimburse a flat mileage amount of \$100.00 for mileage round trip and I will be DRIVING alone . | | |
| FLYING | 6. <input type="checkbox"/> I am an EEP Leadership Team member, Principal or Superintendent and I will be FLYING . YES will reimburse the amount for my plane ticket when I turn in the needed paperwork. *Amount subject to change | *\$200.00 | \$0.00 |

As an EEP SI 2015 participant, I have read the Participant Assurances/Disclaimer (PAD) Form on **Page 2**. My initials next to each statement and my signature at the bottom of the page indicate that I have read each statement, I understand each statement and I agree to each statement.

Signature _____ Date _____

PARTICIPANT ASSURANCES & DISCLAIMER (PAD)

I, _____, as a participant from the _____ at the _____

Print Name

Print Campus Name

EEP Summer Institute 2017 (SI 2017) in Dallas, TX, understand and agree to the following:

As a SI 2017 participant, I will be attending the EEP Summer Institute 2017 to be held in Dallas, TX Monday-June 19 through Thursday-June 22, 2017. My attendance at the conference is sponsored by the Youth Empowerment Services (YES), Inc. **It will cost YES between \$886.00 - \$1216.00 (Hotel \$139.00 x 4 nights and per diem) for my participation. YES is pleased to offer this unique opportunity to all Leadership at participating EEP campuses. By initialing next to each statement and signing this Participant Assurance/Disclaimer (PAD) Form, I am agreeing to the following statements below in exchange for my attendance and participation in the conference:**

- _____ 1. I have read and understand the SI 2017 Summer Institute Abstract. I understand the **purpose** of my attendance is to become more effective in helping my campus sustain EEP and on my campus to continue the improvement of teacher effectiveness and student achievement in the future.
- _____ 2. **To attend the EEP SI 2017**, I understand that at this time, barring any unforeseen circumstances, I am returning as an employee in my current school district in the 2017-18 School year.
- _____ 3. I understand that I am required to **attend all General Sessions and all other sessions** that are required by my principal/superintendent.
- _____ 4. I understand that Youth Empowerment Services is paying \$139.00 plus tax per night for my hotel room and if I **do not attend** and participate in the required sessions, I will be required to **reimburse YES** for each night at the hotel.
- _____ 5. There will be **no scheduled evening activities** after 6:30pm on Monday 6/19, Tuesday 6/20, and Wednesday 6/21 evenings and that is the time I can be with my family. I will review this Participant Assurances/Disclaimer Form with my family so they are aware that I will not be available to them during the daytime. Family member(s) are welcome to join me in all my sessions.
- _____ 6. I understand YES will reimburse the amount of the EEP participants' plane tickets (Leadership Team members only) only after I have submitted the needed paperwork.
- _____ 7. After I have verified my registration, if any changes are made that result in additional expenses –I am 100% responsible for those expenses and **I will reimburse YES** the amount of any additional expenses. The non-refundable plane ticket will become mine for my own personal use.
- _____ 8. **Family Vacation** in Dallas! I understand that the EEP Summer Institute 2017 provides the perfect opportunity for a family vacation. As an active participate in the conference, YES is paying for my hotel room, per diem, and set mileage –or reimbursement for plane ticket (for Leadership members only). If I drive with another staff member, EEP will reimburse me the amount of \$200.00 for mileage round trip. If I drive with my family or drive alone, YES will reimburse me the amount of \$100.00 for mileage round trip.
- _____ 9. Pursuant to this Disclaimer, **Youth Empowerment Services, Inc. will not be liable** for any consequences, damages, and/or loss of life resulting from my choice and/or my family member(s) choice to **drink alcohol and/or gamble and/or participate in illicit activities** at any time during my stay in Dallas to attend and participate in the EEP Summer Institute 2017. **Youth Empowerment Services will not be liable for any personal belongings** that may be lost during my stay in Dallas to attend SI 2017.

Participants Signatures: _____ **Date:** _____

School Official/Principal Signature: _____ **Date:** _____

(I verify that at this time the above employee, barring any unforeseen circumstances, will be employed in this District in the 2017-18 School year)

