

PROGRAMS AND SERVICES
ANNUAL WORKSHOP

Procedures for Annual Workshop

Expenditures

All Workshop expenditures must be approved in advance by the Director, Association and Business Development. In instances where the exact cost cannot be predetermined, an estimate must be submitted in advance to the Director, Association and Business Development.

Evaluation

The Association and Business Development Department will develop general standards for Workshop program evaluation. The Association and Business Development Department will also develop basic evaluation instruments which will be adaptable for all Workshop programs.

Promotion

The Workshop will be promoted to the greatest extent possible within time and budgetary constraints.

Honorarium and Expenses

An honorarium and/or expenses will generally not be paid to a speaker, consultant, chairperson, or group leader who is a member of the Association.

The chairperson and members of the Workshop Coordinating Committee shall be reimbursed for approved travel expenses incurred in attending meetings of that committee. Any meal provided by the Association shall be at the expense of the Association. Only under special circumstances should reimbursement for overnight accommodations be considered. Neither the chairperson nor committee members will be reimbursed for expenses incurred during the conduct of the Workshop.

Public officials, either appointed or elected, and public employees of any municipality, county, state, or federal government, or a governmental agency or instrumentality thereof, shall pay their own expenses related to their participation at Workshop, unless otherwise directed by the Executive Director. In the event the Association pays for or comps expenses for the participating official or employee, he or she shall be notified that the value of the expense shall be reported to the administrative office overseeing the enforcement of ethical conduct as to the public official or employee or the employee's employer.

Assignment of Suites and Public Space

The Finance Department shall be responsible for the assignment of all suites and public space committed to the Association. Such spaces, other than that reserved for officers and staff, and when not needed for program, shall be reserved for county boards, local districts, and those businesses, groups or persons who purchase an exhibit booth.

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The Association shall pay for expenses and/or comp rooms for private participants only when it is a term and condition in a contract with the participant.

Procedures for Annual Workshop (continued)

Staffing

Staff members will be assigned to attend the Workshop on the basis of specific functions and tasks required.

Approved room, meal and travel costs for assigned staff members will be paid out of the budgeted Workshop account.

When staying overnight, the following shall be entitled to single rooms: the Executive Director, Department Directors, and professional staff who have significant responsibilities as determined by the Director of Finance Department. All other staff members requiring overnight accommodations shall be assigned double rooms. When a single room results from odd number of staff, the single room shall be provided to the highest ranking staff member having the most seniority and not authorized a single room, with no cost to that staff member.

Staff request for single rooms at Workshop, if such accommodation is available, will result in the staff member paying the difference in cost to the Association for that room. All single room requests should be made through the Finance Department. Consideration will be given to placing staff in hotels with lower rates, depending on how many requests are received. However, NJSBA cannot accommodate specific hotel requests. The Finance Department shall advise staff of the cutoff date for all requests regarding rooming arrangements.

When possible, roommate preference will be accommodated. Staff members will not be doubled with other than staff members, except under special circumstances. The Finance Department shall advise staff of the cutoff date for all requests regarding rooming arrangements.

Staff members who are not assigned may attend the Workshop only if permission is granted by the Department Director and the Executive Director. Approved costs for such attendance will be paid from the department's travel or staff training account.

No mileage will be paid to spouses traveling to or from the Workshop.

Registration

NEW JERSEY SCHOOL BOARDS ASSOCIATION

GOVERNANCE & OPERATIONS

FILE CODE: GO/6102R

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The registration fee for the Annual Workshop shall be determined by the Executive Director.

Workshop registration shall accommodate both group and individual registration. Group registration is limited to the number of people as approved in the annual budget.

Group Registration

Only board members and district staff and board of trustees and staff of charter schools that are associate members of the association may be listed in a group registration. Neither a board member or charter trustee nor any staff member will be permitted to be registered as a "guest" unless he/she is the spouse of, immediate family member of, or is needed to assist (as for someone in a wheelchair, etc.) the person registering.

Procedures for Annual Workshop (continued)

Individual Registration

Attorneys and labor relations professionals that are associate members of the association must register as individuals and will pay the member rate. The individual registration fee will cover all nonmeal events.

Badges for individual registrants will list firm names only.

Consultants and vendors who provide services to public school districts and/or boards of education for a fee must purchase a booth to have open access to the Annual Workshop. Consultants and vendors are not eligible for member or non-member registration.

Events with Meals

There will be an additional fee, to cover the cost of the meal and related expenses, charged all workshop registrants who wish to attend these events.

Pre-registration materials shall identify all registration fees including those for special features.

Pricing

There shall be a per person fee for attending the entire Workshop or any part thereof, as well as a group fee for an entire board including district staff. An additional per person fee will be charged for persons beyond the district maximum.

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

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An additional per person fee may be charged for all special events involving a meal function and/or extraordinary consultant or materials costs.

There shall be no charge for registration of Association officers, guests of registrants, exhibitors, (commercial maximum 5, public relations and nonprofit organizations no maximum), and speaker participants or students. With the exception of Association officers, the above will be charged any fees connected with special events they may attend.

Complimentary registration may be granted with the approval of the Director, Association and Business Development and shall be considered on a case-by-case basis.

Cancellations

Due to hotel and other commitments, there will be no refunds or credit adjustments for registration fees or meal function tickets after the advertised cutoff date, unless approved by the Executive Director.

N E W J E R S E Y S C H O O L B O A R D S A S S O C I A T I O N

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Billing

Workshop related billings received from facilities and/or suppliers shall be verified by the Department of Association and Business Development and approved by the Director, against the contract/letter of agreement or budgeted Workshop line item account.

Miscellaneous

Association staff members will, whenever possible, forward to the Department of Association and Business Development, program and exhibit materials obtained from attendance at programs conducted by other organizations.

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GO/8205R