



## **Student Advisory Board Member Summit November 11-12, 2010 General Information**

### **Registration**

- Have your parent / guardian sign the release form. You will turn this form in during registration at 4:00pm on Thursday, November 11<sup>th</sup>.
- Please come to the registration table before checking into the hotel. You will receive a t-shirt, folder with information for the summit, along with a name tag that we would like you to wear during all events. Please bring your folder Friday, November 12th to the summit.

### **Hotel**

- We have made all of the hotel arrangements for you and your chaperone at the Wingate at 2007 North Oaks Street.
- You will be sharing a room with one other board member of the same gender. You will find out who your roommate is during registration.
- Each chaperone will be placed in their own room.
- If you are traveling a longer distance and require an additional night's stay please email [rdemarce@mt.gov](mailto:rdemarce@mt.gov) or call 406-217-5376. OPI will reimburse the district but prior approval is required.

### **Dress**

- You can wear normal school clothes to the welcoming at Exploration Works on Thursday, November 11. We will provide a board member t-shirt for you to wear on Friday, November 12.
- We will take a group picture and individual pictures for the Graduation Matters Montana web page on Friday, November 12.

### **Reimbursement Information**

- Chaperones should contact the district clerk to discuss how to get reimbursed for meals and mileage.
- OPI will pay for all Helena hotels that have been pre arranged by us. The home district of each student(s) will be required to provide a chaperone to supervise student board members during non-meeting times. Districts will be reimbursed for the student(s) and chaperone(s) by the Office of Public Instruction for mileage, all meals not provided, and lodging, if an additional night's stay is required.
  - OPI will reimburse the school district for meals that not provided as part of the conference. State rates for meals are \$5.00 breakfast, \$6.00 lunch, \$12.00 dinner. The districts or individuals are responsible for costs of meals over state rates.
  - Mileage will be reimbursed at \$0.50 per mile for up to 1 vehicle per school of the district. Car pooling is encouraged.
- We will not be able to provide reimbursement for substitute teachers.

Come willing and ready to contribute your ideas. We want to hear from you.

If you have questions please contact:

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