

AGENDA ITEM # XI-B.

**FIVE COUNTY ASSOCIATION OF GOVERNMENTS
OUT OF STATE TRAVEL AUTHORIZATION REQUEST**

Employee Name: Cindy Rose

Date: 8/27/2014

Pursuant to the Five County Association of Governments personnel policies and procedures, I am requesting authorization to travel out of state for the following purposes:

PURPOSE OF TRAVEL:

YVC Summit Training Conference - I will be bringing four YVC volunteers with me for this training.

PLEASE ATTACH SUPPORTING DOCUMENTATION

Estimated Travel Costs:

Airfare/Surface Transportation	:	<u>\$316.00</u>
Lodging <u>3</u> Nights @ <u>\$130.00</u>	:	<u>\$390.00</u>
Per Diem <u>4</u> Days @ <u>\$45.00</u>	:	<u>\$180.00</u>
Registration Fees <u>3</u> Days	:	<u>\$75.00</u>
Other Costs:	:	<u> </u>
Explanation of other costs:		
Airfare = 276; shuttle = 40		

TOTAL ESTIMATED TRAVEL COSTS: : \$961.00

Source of travel funds: YVC Fundraising and Americorps Refund

Budget line item: 530-11

CFO Signature: *Deborah F. McCoy* Date: 8-28-14

Executive Director Signature: *[Signature]* Date: 28 Aug 2014

AGENDA ITEM # XI-B. (Continued)

Jo Seegmiller

From: Cindy Rose
Sent: Wednesday, August 27, 2014 5:05 PM
To: Jo Seegmiller; Bryan Thiriot
Subject: summit schedule

Following is the summit schedule...

Summit Schedule

We'll announce a detailed schedule closer to the event, but below is a broad schedule that you can use when making your travel arrangements:

Friday, Oct. 10

8:00-1:00 p.m. – Optional training for newer Program Directors (please indicate you'll be attending on your registration if you're interested)

11:30-1:30 p.m. – International Youth Advisory Board meeting (open only to current IYAB members)

1:00-2:00 p.m. – Summit registration open

2:00-5:30 p.m. – Summit opening plenary and workshops

6:00-8:15 p.m. – Dinner and Comedy City improv event

8:15-11:00 p.m. – Hangout Room open for Youth Volunteers, AmeriCorps members and YVC staff to get to know each other more and debrief the day over board games, party games and a movie.

Saturday, Oct. 11

Morning and afternoon – Workshops and Summit activities

3:45-5:45 – Off-site project for Youth Volunteers working on the rain garden in Theis Park

3:45-5:45 – International Youth Advisory Board meeting (open only to current IYAB members)

5:00-5:45 – Cocktail and hors d'oeuvres networking reception for Program Directors and AmeriCorps members

Evening – Free to explore the Plaza area, with dozens of dinner options within walking distance

Sunday, Oct. 12

Morning – Workshops and Summit activities

12:00-2:00 p.m. – Closing lunch with award ceremony for YVC youth awards and other important celebrations

AGENDA ITEM # XI-B. (Continued)

2:00 p.m. – Official Summit programming ends. Please avoid creating travel plans that would require you to leave before 2:00. We want to respect your time and ensure that every minute you spend at the Summit is used well, so make sure to plan to stay through 2:00.

If you have any questions about the Summit, please contact Maggie Swenson at 816-472-9822 or mswenson@vvc.org. We can't wait to see you there!

Cindy Rose

Program Coordinator

Volunteer Center of Iron County

88 E Fiddlers Canyon Road, Suite H

Cedar City, UT 84721

Tel: (435) 867-8384

Fax: (435) 867-0862

Email: crose@fivecounty.utah.gov