

# OUTSIDE PRESENTATION REQUEST

I have been invited to/submitted request to present at a \_\_\_\_\_

(conference, workshop, seminar)

sponsored by \_\_\_\_\_

(name of organization)

on \_\_\_\_\_

month/day/year

and amount of time

I estimate I will need approximately \_\_\_\_\_

Indicate number of hours

to prepare for the presentation.

- The sponsor is paying an honorarium and expenses and I want to take accrued leave.
- The sponsor is paying an honorarium to River Valley Child Development Services and I understand that I will be paid my regular pay and expenses by River Valley.
- The sponsor is **not** paying an honorarium, but will pay applicable travel and I understand that I will be paid my regular pay by River Valley.

\_\_\_\_\_  
Employee

Date: \_\_\_\_\_

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Approved

Denied

\_\_\_\_\_  
Program Director

Date: \_\_\_\_\_

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Approved

Denied

\_\_\_\_\_  
Executive Director

Date: \_\_\_\_\_

*Signed form will be returned to program director.*

Revised 5/29/12

