



**CONFERENCE REPORT
PERSONAL PROFESSIONAL DEVELOPMENT FUND**

This report along with receipts must be submitted to the **RETTA Office** (206-1100 Concordia Ave.) within **twenty (20)** teaching days following the activity for reimbursement.

Name: _____

School: _____

Date(s) of activity: _____

Activity: _____

In addition to sending in your original receipts, you are required to:

1. Write a brief article (200-300 words or more) telling the committee and other teachers in the division about your experience. Please describe the conference, talk about how it has enriched your teaching, and whether or not you would recommend this conference to others. This article may be published in the RETTA record¹. Print and attach, or E-mail to treasurer@retta.mbteach.org

2. Please rate the conference you attended.
 - a. Exceeded my expectations _____
 - b. Met my expectations _____
 - c. Did not meet my expectations _____
 - d. If it did not meet your expectations, please explain:

Have you included your original receipts for reimbursement?

Signature _____ Date: _____

¹ Your write-up will not be published unless we contact you seeking your consent