

EAW SPONSORED CONFERENCE/TRAVEL GUIDELINES

BEFORE approaching the EAW, seek alternate funding through the NEA/MTA. There is grant money available to EAW members. For example, submit a proposal for a workshop. Make this attempt FIRST and let the EAW President know you are doing this so he will be aware. By doing this, it will allow more EAW members to attend more events. THANK YOU!!!

- 1. EAW Conference/ Travel Request Form (attached and on EAW website under “Members Only”)** must be completed and submitted with a brochure or conference write up and sent to EAW Office Manager at EAW, 397 Grove Street, Worcester, MA 01605 or email at maureen@eawunion.org .
- 2. The form will be presented to the EAW Board of Director for approval at the next monthly meeting. Please leave ample time for the monthly BOD to meet and approve. The member will receive a response indicating their answer.**
- 3. The EAW Request for Payment (attached and on EAW website under “Members Only”)** must be submitted within 30 days after attending the conference. The form (s) and receipt (s) must be received one week prior to the last day of school or they will not be processed.
- 4. In the event you cannot attend the conference, please notify the EAW office at 508-791-3296. Failure to do so will result in ineligibility to attend other conferences for the following school year.**
- 3. If a member receives funds over \$200, is required to complete a written or verbal account of the conference to be presented to the House of Delegates within a reasonable time frame.**

DO NOT USE THE PONY