

Florida Literacy Conference Travel Assistance

Are you having a difficult time finding resources to attend the Florida Literacy Conference? We may be able to help, thanks to support from the Florida Department of Education, Division of Career and Adult Education. FLC has a limited number of opportunities to receive travel assistance for teachers, administrators, and volunteers working in Florida adult basic education, literacy, ESOL or family literacy programs.

Name: _____ Position: _____

Organization: _____

Registration Status (circle): Registered Will Register

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Email: _____

Travel Assistance Requirements:

- Applicants must register and attend for the Florida Literacy Conference and/or preconference events.
- Travel will be reimbursed **up to \$250** for qualified expenses according to state guidelines. Completed approval form, reimbursement form and receipts must be mailed to the Coalition within seven days of the Conference.
- Eligible applicants: Adult learners, administrators, teachers and volunteers with Florida adult basic education, literacy, ESOL or family literacy programs.
- At the Conference registration booth, approved recipients must identify themselves and sign in to be reimbursed by mail after the event.
- We encourage you to submit your application as soon as possible. **Deadline: April 6th**
You will be notified within two weeks of submission as to whether your application has been approved.

Below, please fill discuss the reason for applying and how you feel the event will benefit you and/or your organization. Be sure to include the days that you plan to attend.

Reason that I am applying for assistance (feel free to attach this statement on a separate sheet of paper): _____

Submit your completed application by fax to (407) 246 – 7104 or email Nicole Caban at ncaban@floridaliteracy.org