



Future Educators of Alaska
UNIVERSITY of ALASKA

K-12 Outreach Office of Academic Affairs
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www.FutureTeachersAlaska.org

District Preparation Checklist for 2011 Student Gathering:

For more information about the agenda, workshops, and to register for the Student Gathering, visit:
<http://www.futureteachersalaska.org>

Partner/Affiliate Districts:

- Budget for student travel & submit cost estimate and proposal to Sonta
- Determine selection process for high school students attending
- Reserve hotel rooms by April 4th (*\$79/night Block at Extended Stay Deluxe: Reference FEA Gathering*)
- Select Chaperones
- Arrange Travel (*Send itinerary to FEA*)
- Reserve ground transportation

Affiliate District Travel Proposals:

- Download the Affiliate Participation Proposal & Budget (*Due to FEA by Friday March 18th*)
- During travel collect and save all travel documents (*hotel invoices, boarding passes, etc.*)
- After travel, turn in all collected travel document to District Business Manager
- Follow up with Business Manager about invoicing

School Preparation:

- Travel permission slips signed by parents
- Media release forms signed & handed in during registration
- Assist students with registering online (*by Friday, March 25th*)
- Submit a FEA Club presentation/workshop proposal form online (*by Friday, April 4th*)
- Walk through the agenda with your students, the expectations of travel, etc.
- Seniors are informed about UAS opportunity (to apply, register, bring transcripts etc)

Please call or email if you have any questions, see you at the Student Gathering!
For more information contact Sonta Roach at smhamilton@alaska.edu | 907 450 8405 or
Kate Delaney at kdelaney2@alaska.edu | 907 450 8419.

growing our own educators