Tri-Cities Regional Occupational Program

Conference/Workshop Attendance Request

Submit this completed form with attached conference/workshop information and a completed registration form (if applicable) to your Supervisor at least **four (4) weeks** in advance. Overnight conferences require Board approval and **must** be submitted at least **eight (8) weeks** in advance. **If any portion of this form is incomplete it will be returned to you further delaying the registration process.**

Name: Mia Burrola

Today's Date: November 5, 2026

Related Class: Executive Asst. to Superintendent

Overnight? ■YES ☐NO

Site: Tri-Cities ROP Office

(If **"Yes"** complete page 2)

Name of Conference or Workshop: BoardDocs/Diligent Elevate Workshop 2027

Location & Address: Hilton Orlando Buena Vista Palace

1900 E. Buena Vista Drive, Lake Buena Vista, Florida 32830

Time: 8:00 a.m. - 4:00 p.m.

Date(s): April 7-9, 2027

Purpose of Conference/Workshop:

With Tri-Cities ROP's transition from BoardDocs to Diligent Community, this conference presents a valuable Opportunity to receive specialized, hands-on training directly from the platform provider. Training in Agenda development, meeting management, minutes preparation, and document organization.

Expenses? ■YES ☐NO

If **"Yes"** complete the following:

Registration: 895.00

Transportation/Mileage: 773.40

Starting on 1/1/26, Mileage Reimbursement is at a rate of $0.725 per mile

Meals: 350.00

Hotel: 1233.02

Parking: _____

Total Expenses: $ 3,251.42

Substitute Needed: ☐YES ■NO List Dates & Periods if sub needed below:

Monday: Date: _____ Periods: _____ Thursday: Date: _____ Periods: _____

Tuesday: Date: _____ Periods: _____ Friday: Date: _____ Periods: _____

Wednesday: Date: _____ Periods: _____ Saturday: Date: _____ Periods: _____

After receiving written approval, you will be registered for the conference/workshop. You will be reimbursed for approved expenditures upon your submission of the *Request for Reimbursement of Conference/Workshop Expenses* form and typed *Conference Summary Report* form, and **signed itemized original receipts** (See Travel Expense Reimbursement Guide attached).

Complete Page two (2) for Hotel and/or Airline Information (if applicable)

Office Use Only:

Approved: ☐ YES ☐ NO Administrator Signature/Date _____

Superintendent Approval/Date _____ 11-5-26

Board Approved ☐ YES ☐ NO **Date Approved:** _____

P.O. #	Vendor Name:	Vendor#

TYPE:	FUND	RESOURCE	GOAL	FUNCTION	OBJECT	LOCATION
GEN ☐ Perkins ER ☐ SWP: 1☐ 2☐ 3☐	01.0	06350				

Notification: Superintendent: _____ PM: _____ HR: _____ Instructor: _____

Hotel Information

Hotel Name: Hilton Orlando Buena Vista

Address: 1900 East Buena Vista Drive City/State/Zip: Lake Buena Vista, FL

Phone No: _____ Fax: _____

Date checking in: 04/06/2027 Date checking out: 04/10/2027

Confirmation No: _____

Notes: _____

**Most hotels require a personal credit card on file for incidentals and will hold up to $75 on the card during your stay.*

Airline Information

Please schedule an appointment with:

Purchasing Specialist for Airline Reservations (562) 698-9571 x 204

Office Use Only:

Airline: _____

Date/Time Departing: _____

Date/Time Returning: _____

Confirmation No: _____

Notes:

_____

_____

REQUEST FOR PROFESSIONAL DEVELOPMENT APPROVAL

Conference: Diligent Elevate 2027
Dates: April 7–9, 2027
Location: Orlando, Florida
Attendee: Executive Assistant to the Superintendent
Organization: Tri-Cities Regional Occupational Program

Purpose and Justification

I am requesting approval to attend Diligent Elevate 2027, a national professional development conference focused on effective governance, board administration, regulatory compliance, and technology-driven operational improvements.

As Executive Assistant to the Superintendent, my responsibilities include coordinating Governing Board meetings, preparing and posting agendas, maintaining official minutes and records, supporting Board policies and procedures, and assisting with compliance with California's Brown Act.

With Tri-Cities ROP's transition from BoardDocs to Diligent Community, this conference presents a valuable opportunity to receive specialized, hands-on training directly from the platform provider, strengthening my ability to manage and support the Governing Board's administrative functions.

Benefits to Tri-Cities ROP

1. Maximizing Our Investment in Diligent Community

The conference offers specialized training for educational institutions and public agencies using Diligent Community. This training would help ensure Tri-Cities ROP fully utilizes the platform's capabilities, improves administrative workflows, and maximizes the value of its technology investment.

2. Improving Board Meeting Efficiency and Transparency

Training in agenda development, meeting management, minutes preparation, document organization, and public-facing information would provide practical strategies to streamline Board operations, reduce repetitive administrative tasks, and improve public accessibility.

3. Supporting Governance and Compliance

Sessions addressing governance practices, public meeting administration, and records management would provide valuable information to support Tri-Cities ROP's commitment

to transparency, accountability, and compliance with applicable California laws and regulations.

4. Expanding Technology and AI Knowledge

As technology continues to evolve, understanding emerging tools, including responsible applications of artificial intelligence, is increasingly important. The conference would provide insight into how these innovations can improve administrative efficiency while maintaining appropriate oversight, confidentiality, and accuracy.

5. Bringing Knowledge and Resources Back to Tri-Cities ROP

Upon returning, I would share relevant training materials, best practices, and recommendations with the Superintendent and appropriate staff. I would also identify opportunities to enhance existing Board procedures and implement efficiencies that provide long-term organizational benefits.

Justification for Out-of-State Travel

Although the conference requires out-of-state travel, it provides a concentrated opportunity to participate in specialized, in-person training offered directly by Diligent, the provider of our Board management platform.

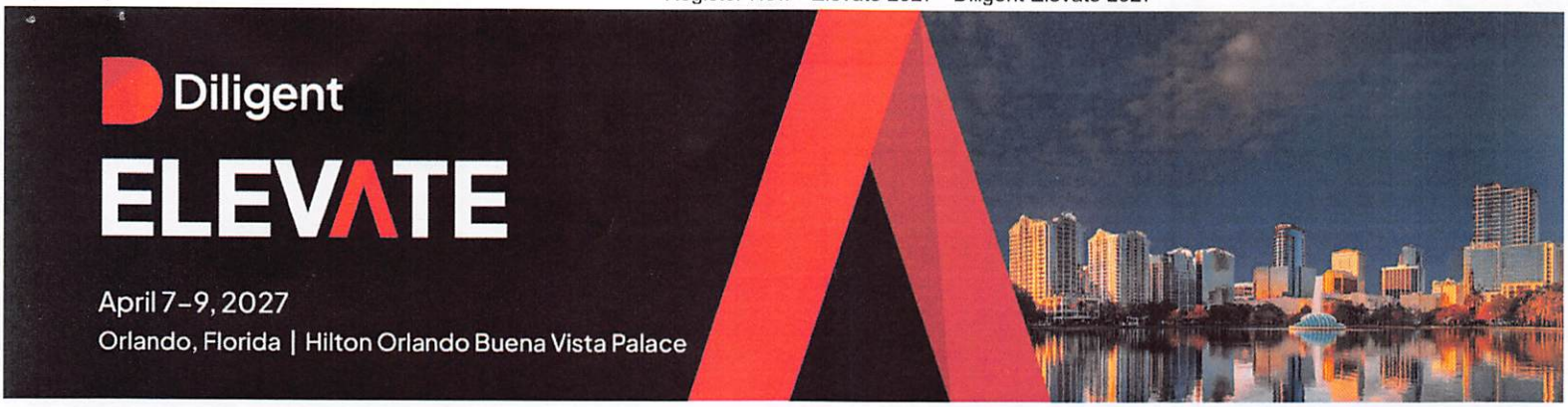
Unlike general administrative conferences, Elevate offers instruction specifically tailored to the technology and governance functions central to my position. The opportunity to participate in hands-on workshops, consult directly with product specialists, and exchange best practices with other educational and public-sector administrators would provide significant professional and organizational value.

The knowledge gained would benefit Tri-Cities ROP beyond the conference itself by improving operational effectiveness, strengthening internal expertise, and reducing the need for additional training or outside technical assistance.

Conclusion

Attendance at Diligent Elevate 2027 represents a strategic professional development opportunity directly aligned with my responsibilities and the operational needs of Tri-Cities ROP.

I respectfully request consideration and approval to attend this conference as an investment in strengthening Board operations, maximizing our use of Diligent Community, and supporting efficient, transparent, and effective governance.



Explore Elevate Venue / Hotel

Register

Already Registered?

It's Time — Register Now for Elevate 2027

Three days in sunny Orlando.
One career-defining conference.

Take advantage of early bird savings!
Corporate: $1,350
Education/Government/Nonprofit: $895

Register now

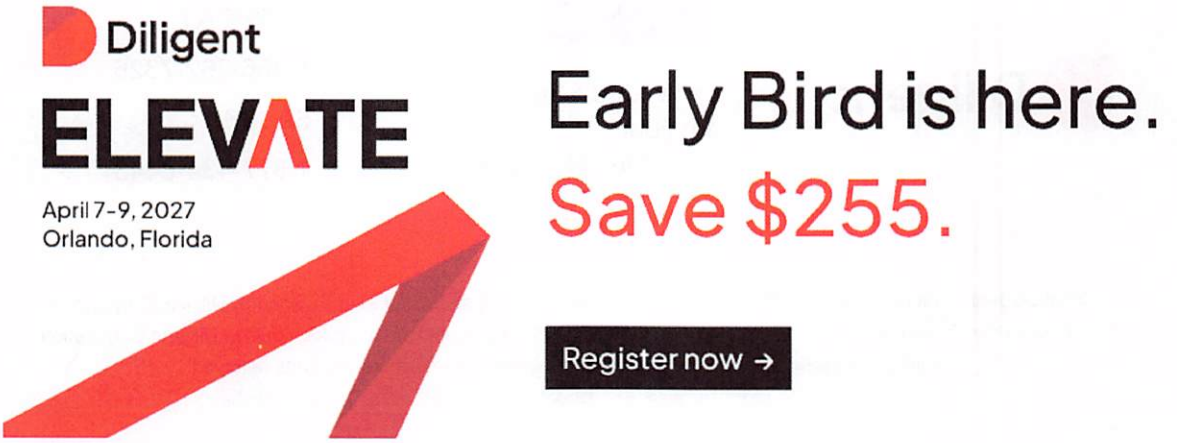
Already registered?

Where you'll stay: Hilton Orlando Buena Vista Palace

Outlook

Save $255 on Elevate!

From Diligent <marketing@e.diligent.com>
Date Wed 11/04/2026 10:00 AM
To Mia Burrola <mburrola@tricitiesrop.org>



Hi Mia,

We're heading to sunny Orlando for **Elevate 2027, April 7–9**! And it's not just the weather that's looking good. Early bird pricing is here, and you can save **$255** on your ticket when you register early.

Ready to make your plans? We've made it easy. Here's what you need to know about tickets, travel, hotels, and more:

- **How much are tickets?**Early bird tickets are $895, saving you $255 off the regular price. It's a great opportunity to make the most of your professional development budget while investing in new ideas and connections you can bring back to your organization.
- **Where should I stay?** The Hilton Orlando Buena Vista Palace is our official Elevate hotel. Book your room through the hotel block for the special $249/night rate (available through March 15, 2027).
- **How far is the hotel from the airport?** About 20 minutes from Orlando International Airport (MCO).
- **Can I transfer my ticket?** Yes. If your plans change, you can transfer your ticket to another eligible guest.
- **Who do I contact with questions?** Email us at elevate@diligent.com. We're happy to help!

We hope you'll join us for three days of learning, connecting, and sharing ideas with peers who understand the work you do.

Save $255

Can't wait to have you with us,

Diligent

Diligent

61 W 23rd Street
4th floor
New York, NY 10010

SUPPORT
1-866-262-7326
SALES
1-877-434-5443

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Diligent

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April 4, 2027 -

Extend your stay

Use calendar to manage your stay dates

Show nightly rate with taxes and fees included [Taxes and fees]

Changes to stay dates may impact the nightly rate displayed.

Check-in

Sat Apr 03	Sun Apr 04	Mon Apr 05	Tue Apr 06	Wed Apr 07	Thu Apr 08	Fri Apr 09
USD 249.00	USD 249.00	USD 249.00	USD 249.00	USD 249.00	USD 249.00	USD 249.00

Checkout

Sat Apr 10	Sun Apr 11	Mon Apr 12	Tue Apr 13	Wed Apr 14	Thu Apr 15	Fri Apr 16
USD 249.00	USD 249.00	USD 249.00	-	-	-	-

Available | Selected | Event | Unavailable | Waitlist

Reservation Summa

Check-in

Checkout

Rooms

Guests per room

HILTON ORLANDO BUENA VISTA P

1 KING BED- ISLAND OR TOWER
2 adults, 4 nights
Change rooms

Subtotal

ADDITIONAL TAXES

Tax (12.5% per night)

Mandatory Resort Fee
(USD 28.13 per night)

Grand Total

Edit reservat

Hilton HONORS

Join Hilton Honors

Get instant benefits when you book directly through Hilton. You can start enjoying all of these...

Show details



Rest and Relax in a Cabana

Take the time for rest and relaxation, and soak up the sun from the privacy of your own cabana....

Show details

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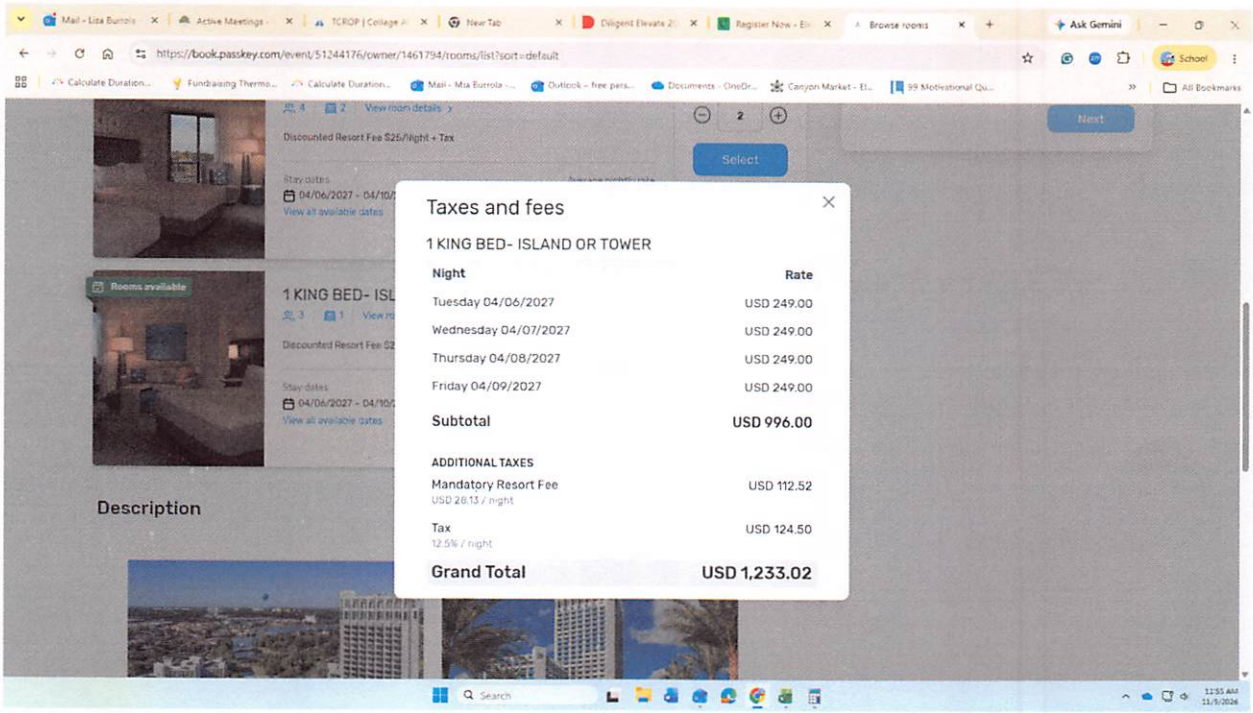
Manage Cookie Preferer


https://book.passkey.com/event/51244176/owner/1461794/rooms/list?sort=default
Discounted Resort Fee $25/Night + Tax
Select
Next
Rooms available
1 KING BED- ISL
Description
Taxes and fees
1 KING BED- ISLAND OR TOWER
Night
Rate
Tuesday 04/06/2027
USD 249.00
Wednesday 04/07/2027
USD 249.00
Thursday 04/08/2027
USD 249.00
Friday 04/09/2027
USD 249.00
Subtotal
USD 996.00
ADDITIONAL TAXES
Mandatory Resort Fee
USD 28.13 / night
USD 112.52
Tax
12.5% / night
USD 124.50
Grand Total
USD 1,233.02

Log in

FLIGHT | HOTEL | CAR | VACATIONS | CRUISES SPECIAL OFFERS RAPID REWARDS®

Step 1 of 5
Price

Review trip

Save this flight

Flight summary

Modify

Depart

Long Beach, CA (LGB) *to* Orlando, FL (MCO)

April 6, 2027

6h 25m • Choice

Reserve seats when booking

#WN2354 / #WN665

7:15AM **4:40**PM

1 stop

LGB Plane change PHX MCO

Inflight details • **Seats**

Return

Orlando, FL (MCO) *to* Long Beach, CA (LGB)

April 10, 2027

10h 40m • Choice Preferred

Reserve seats when booking

#WN2706 / #WN2255

1:05PM **8:45**PM

1 stop

MCO Plane change LAS LGB

Inflight details • **Seats**

Price summary

Price per passenger	$672.56
Taxes and fees per passenger	$100.84
Total per passenger	$773.40
Passenger(s)	x1
Total	**$773.40**

or from **$76/mo*** with flexpay

Learn more

See price breakdown

Hilton Orlando Buena Vista Palace – Disney Springs® Area

Located just 20 minutes from MCO, the Hilton Orlando Buena Vista Palace offers an unforgettable stay in the heart of the magic.



Elevate 2027 guests will be surrounded by iconic attractions, historic parks, and standout dining, creating an ideal setting to recharge, connect, and make the most of their Orlando experience. Book now and enjoy discounted rates.

Event registration

Diligent Elevate

Corporate

$1,350.00

Refund policy

Education, Government & Nonprofit

$895.00