Welcome to the

CASBO 2019
EXECUTIVE LEADERSHIP FORUM

WHO is invited to ELF 2019?
CASBO 2019-20 Member Leaders
State and section officers; members of the state and section boards of directors; chairs/assistant chairs/members of state professional councils; chairs/assistant chairs/members of the Legislative Committee and the Associate Member Committee; and chairs/assistant chairs of the Annual Conference Committee, Annual Conference Volunteer Task Force, Communications & Marketing Committee, Continuing Education & Certification Committee, Leadership Development Committee, and Professional Standards & Leadership Committee.

WHAT is ELF 2019?
A Leadership Training Development Program
An exclusive, invitation-only opportunity to come together for two days to attend dynamic and empowering professional development programs, network with CASBO colleagues and peers, and learn what's ahead for CASBO.

WHERE is ELF 2019?
Renaissance Indian Wells Resort & Spa
44400 Indian Wells Lane | Indian Wells, California 92210

WHEN is ELF 2019?
Thursday & Friday
July 25, 2019 | 10:00 a.m. to 9:00 p.m. (registration opens at 9:00 a.m.)
July 26, 2019 | 9:00 a.m. to 3:00 p.m.

WHY should I attend ELF 2019?
Our Event Goal and Intention
To honor your commitment to the association and the profession of school business operations and ensure that your participation in the forum will provide you with new insights, skills and information that you can use not only in your role at CASBO, but in your professional role as well. We promise you will leave refreshed and renewed with new tools that you can use immediately!

HOW can I share the value of my attendance at ELF 2019 with my employer?
As well as learning about CASBO and networking with your colleagues and peers, you will have the opportunity to attend several presentations on leadership development. CASBO member leaders enhance their professionalism with their involvement at the state or section level. This program will assist you in your current position. You also will be able to share materials with your employer upon your return.

CASBO involvement lends itself to advanced leadership ... and our Executive Leadership Forum will help propel you even further!

Read on for answers to more frequently asked questions ...
Frequently Asked Questions

1. What's new for 2019?

Working with a committee made up of our CASBO board of directors and professional staff, we have redesigned the forum to provide you with unique opportunities for leadership training that will allow you to expand your professional skills and talents and enhance your career advancement opportunities, benefiting both you and your employer.

We have also refined the forum curriculum to allow you to network with your colleagues from other CASBO sections, committees and professional councils (PCs); explore opportunities that will assist you in developing your own programs and workshops; and enhance your CASBO leadership experience.

2. Can people who are not involved in 2019-20 leadership attend?

Unfortunately, we are limited in space and funds to just 130 attendees. This event is meant to be a special training opportunity for our current member leaders and, as such, is only for those members who are currently involved in CASBO leadership.

3. Can I bring my spouse or family?

Yes. However, if you would like them to join you for meals or any social events at the forum, a fee of $175 per person will apply.

4. Is this event free?

Not exactly! As you can imagine, this is a program that is costly to produce! However, in some cases, CASBO may pay on your behalf, according to the following categories.

- **If you are an officer or member of your section’s board of directors**, your section may pay for lodging, parking, travel and the $175 registration fee. It is at the discretion of each section board to determine who and how many may participate, as well as the total amounts to be compensated. Please verify with your section leadership what will be covered.

- **If you are the chair or assistant chair of a state PC**, your state PC will pay for lodging, parking, travel and the $175 registration fee. **If you are a member of a state PC**, your state PC may pay for your attendance at this event. It is at the discretion of each state PC to determine who and how many additional members may participate, as well as the total amounts to be compensated. Please verify with your state PC leadership what will be covered.
If you are a member of the following groups, CASBO will pay for one night’s lodging, parking, travel and the $175 registration fee:

- CASBO officers
- Members of the CASBO board of directors
- Chair, assistant chair and members of the Legislative Committee
- Chairs and assistant chairs of the:
  - Annual Conference Committee
  - Annual Conference Volunteer Task Force
  - Communications & Marketing Committee
  - Continuing Education & Certification Committee
  - Leadership Development Committee
  - Professional Standards & Leadership Committee

5. What if CASBO, my section or my state PC do not pay?

If you are not eligible under other funding, you may not be able to attend. We regret that we do not have funds available to pay for all of our member leaders.

6. If I serve at the section or state PC level, can I be compensated for two hotel nights?

This is at the discretion of your section or state PC leadership. However, we do not feel that this is necessary this year, given the location. If you have a specific need due to travel or other restrictions, please call Molly McGee Hewitt at (916) 504-2246 or email her at molly@casbo.org for further assistance.

7. Why is the event held on a Thursday and Friday?

This year, we changed the format from Friday and Saturday to Thursday and Friday at the request of our member leaders, many of whom can attend only by taking personal time off. We want to minimize any cost to you and allow you to have time with your family.

8. Do most people take Thursday and Friday as vacation days, or do their employers release them to attend?

This varies by district. Many attendees are taking vacation days.

9. If I arrive on Wednesday, are there any events scheduled?

There will be no forum events on Wednesday. There are two workshops planned; however, they are limited to section presidents/presidents-elect and members of state and section PCs. (We will issue separate invitations for these Wednesday workshops.) If you are not a member of either group, we recommend that you arrive on Thursday morning.

10. When will we get a final schedule for the event?

We are developing our forum agenda, confirming speakers and resources, and working with the forum venue to maximize this event. We will provide you with a tentative agenda by June 1 and the final agenda and confirmation by July 10.
11. Where and when do I register for the event?

- Registration deadline: June 30, 2019 (or whenever we reach our registration limit of 130 attendees)

12. Where and when do I make my hotel reservation?

If you are a member of the CASBO board of directors, we will make your hotel reservation for you. For all other attendees, please make your reservations directly with the hotel:

- Reserve by telephone: (800) 446-9875
- Reserve online: https://book.passkey.com/go/CASBOjuly2019
- Reservation deadline: July 2, 2019

13. Can rooms be shared, and what are the rates/resort fees?

You may choose to share a room if you like. The room rate is $109 for single/double occupancy, and there is a mandatory resort fee of $10 per room, per night (plus tax), which includes:

- Overnight/self-parking
- Guestroom high-speed internet access
- Local and 800 phone calls
- In-room coffee, tea and two (2) bottled waters
- Golf bag storage
- 24-hour fitness center, bicycles, lawn games and tennis court

14. Can I extend or add a day on my own at the contracted hotel rate?

Limited days are available; you may inquire about this when registering. This is a beautiful hotel, and you may wish to take advantage of an extra day with your family at your own cost.

15. What is the closest airport, and how do I get to the hotel from there?

The nearest airports are Ontario Airport or Palm Springs Airport. The hotel does not offer shuttle service from either airport, but you may book your own shuttle or rental-car service at any company which services the hotel. We have set the event beginning and end times to allow for ease of travel.

- **Please note:** CASBO is not responsible for making your ground transportation arrangements. You must make those arrangements yourself, in advance, to ensure that you arrive in a timely manner. We recommend ride-sharing to save money.

16. Will there be opportunities for fun at this event?

Absolutely! There will be great opportunities for fun, networking and learning. New events are planned for this year!
17. What is the dress code for the event?
   - For general forum activities: CASBO logo wear or business casual
   - For the Thursday night luau: “Aloha” wear

18. What if I have special dietary needs?
Please notify us before the event if you have any special dietary needs (i.e., gluten-free, vegetarian, etc.) so that we can accommodate you. **Without such advance notice, your options will be limited.**

19. How do I process my hotel and travel reimbursement after the event?
If CASBO is responsible for your participation, please visit the CASBO website, and navigate to Resources > Forms and Brochures > Travel Expense Claim Form. Complete the form and submit it to CASBO with your receipts. We attempt to process expenses in a timely manner — within two to three weeks. According to CASBO policy, we must reimburse your expenses within six weeks of the event.

   - **Please Note:** If your section or state PC is responsible for your expenses, please check with them for their policy or process. It is YOUR responsibility to verify the approval of your travel and hotel expenses before the event. If your section or state PC is paying your expenses, please submit your claim form directly to them.

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**Don’t see the answer you need here? Contact:**

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