



*Celebrate
History*
ASBO International Turns **100**

2010 Annual Meeting and Exhibits
September 24-27
Lake Buena Vista, Florida

**Your Guide to
Secure Approval
to Attend ASBO's
Annual Meeting**

Build Your Case

As the person who makes the difficult decisions about the budget, you are the first to sacrifice your own professional development to save the funds for others' use. But as leader of your district's financial future, you are neglecting the people who depend on you—and the people who depend on them—when you neglect your own professional development. Now more than ever, your district needs your fine-tuned skills and leadership.

Whether you need to convince yourself or your supervisor, take five minutes to bring the benefits of ASBO's 2010 Annual Meeting alive. Follow these four simple steps:

1. Write down three to five issues being addressed in your district right now.
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2. Think about how you personally contribute to the strategies used to address those issues and make a list of these personal contributions.
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3. Look at ASBO's Pre-Annual Meeting Workshops and sessions (to be released this summer) and mark the descriptions that relate to your list of personal contributions to the strategies used in your district. Also make a

note of speakers or other people at the conference, like exhibitors or colleagues, you would like to meet.

4. Use this information to make your case. Explain how attending these sessions and meeting these people will help you contribute to your organization's strategies to address critical issues.

Here's an example. Your case might read:

Dear Supervisor,

As a school business official, I am accountable for our district's financial success, making decisions that impact all facets of student learning. As we face serious budget cuts, it is especially important that we have all the tools at our disposal to best serve our community, and most importantly, our students. By attending the Association of School Business Officials International's 2010 Annual Meeting, I will gather best practices, case studies, and contacts that will benefit our district.

At present, our district is highly focused on green initiatives. As a school business official, I am responsible for finding ways to increase efficiency in a cost-effective way. Many sessions at the conference, will cover social responsibility and green initiatives. I would like to attend these sessions and meet privately with the expert presenters in order to get specific ideas about maximizing the cost savings we could receive.

To help our district make the most of the stimulus funds, I would like to attend ASBO's economic stimulus discussion group, which will focus on how to translate funding into long-term school reform at the ground level. There are also several other sessions where I can find out how to optimize the effectiveness of our stimulus funding.

Another critical issue our district is facing is 403(b) management. I manage our retirement plans, and this is one issue that affects every one of our employees. ASBO is hosting a pre-annual meeting workshop called Implementation of the New Fund Balance Standard: Will GASB 54 Require Special Revenue and Capital Projects Funds to be Reported in the General Fund? There will also be sessions on how to prepare for our IRS audit, educate our employees about their retirement savings, and understand fiduciary issues. I will have the rare opportunity to ask an IRS representative specific questions about our current compliance issues.

As part of my registration, I will have access to more than 80 hours of recorded sessions from the meeting. That means I will be able to review the information from every one of the 80 sessions offered. I will share these resources with our entire team, as topics will cover interest areas such as human resources, information technology, transportation, nutrition, facilities, security, accounting, and more.

Meeting Follow Up

Emphasize the value of your attendance. Immediately after the conference (perhaps on the airplane ride home), write a concise summary (one or two pages) of what you learned, who you met at the conference, and how you will use the information you received and contacts you made to improve your school district. Submit the summary to the person who sponsored your attendance, thanking him or her for the opportunity. Share what you learned with your team too. You could hold your own mini-conference by calling a meeting and playing the recorded slides or distributing your notes.

If you would like help with your meeting proposal, contact us at asboreq@asbointl.org. Visit www.asbointl.org/Centennial for the latest info.

Hope to see you at the 2010 Annual Meeting as we commemorate 100 years of serving the school business community. This is truly a historic year as education holds the nation's spotlight, and we tackle major changes in education funding.

www.asbointl.org/Centennial