

Administrators Association of San Diego City Schools (AASD)

Please join us for our annual **Community Leaders Breakfast**

**Featuring: Jerry Sanders, Mayor of San Diego**

**“Community Leadership...Making a Difference”**

**Monday, February 11, 2008 – 7:30 a.m.**

**Town and Country Convention Center (619) 291-7131**  
500 Hotel Circle North, San Diego, 92108 (Mission Valley)

PROGRAM

7:00-7:30 a.m. -- Registration/Coffee  
7:45 a.m. -- Invocation/Breakfast

8:25 a.m. -- Welcome/Introductions/Speaker  
8:55 a.m. -- Closing Remarks

**\*\* Tables are set for ten (10) people. \*\***

Submit your RSVP to Linda Crout-Hamel at the AASD Office via school mail, U.S. mail at: AASD, 3505 Camino del Rio So. #236, San Diego, CA 92108, or FAX to (619) 295-6274. Enclose your **check or copy of TAE-Pro** and **list of attendees** with your registration form. Questions? Contact Linda at (619) 295-2118 or [linda@asdc.org](mailto:linda@asdc.org).

For SDUSD **Employees** ONLY: SDUSD employees attending the event must submit an online Travel Authorization form for "pre-payment." A hard copy of the completed registration form must be stapled to a hard copy of the travel authorization and be sent to Accounts Payable, Room 3209, Eugene Brucker Education Center **2 weeks prior** to the event. AASD must be provided with each employee's name and travel authorization number at the time of registration. No registrations can be accepted by AASD without a travel authorization number. Questions regarding travel authorizations may be directed to the appropriate Accounts Payable Technician, who are assigned by employee last name. A listing of A/P Techs and their assignments is available at [http://www.sandi.net/depts/budget/acctg\\_ops/APVendorAssignment.pdf](http://www.sandi.net/depts/budget/acctg_ops/APVendorAssignment.pdf)

For SDUSD **Parents** ONLY: For parents attending the event, an E-Pro requisition must be submitted **2-3 weeks prior** to the event. The originator must stipulate "Vendor Requires Payment in Advance" on the requisition form and state the number of parent admissions being requested. The registration form(s) must be attached to a hard copy of the E-Pro requisition and be sent to Kathy Herman, Buyer, Procurement Dept., Cardinal Lane. AASD must be provided with each parent's name and the corresponding E-Pro requisition number. Questions regarding payment should be directed to Cristi Childers, Accounts Payable Dept, 619/725-7683. Questions regarding E-Pro should be directed to Kathy Herman, Procurement Department, 858/522-5824.

**Cancellations cannot be accepted within 72 hours prior to the event.** Refunds cannot be issued for non-attendance. Table assignments are on a first come, first served basis. **Changes** to reservations (number attending or names of attendees) will only be accepted until February 6.

**\*\* COST: \$28.00/person (includes validated parking) \*\* Registration deadline is 01/31/08 \*\***  
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To: Linda Crout-Hamel, AASD Office Manager  
2008

Re: Community Leaders Celebration, February 11,

From: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

— Contact Name Site/Department Phone

Attendees: \_\_\_\_\_

Amount due: \$ \_\_\_\_\_ for \_\_\_\_\_ people at **\$28.00 each.** Make checks payable to "AASD."

If payment is not enclosed, please include copy of Travel Authorization or P.O. paperwork. **Reminder: Please include list of attendees/guests and return it with this registration form by January 31, 2008.**

*I understand that reservations canceled within 72 hours of the event will NOT be refunded. I also understand that I will be charged for each guest and no refunds will be made if the guest does not attend. (Substitutes ARE allowed.)*