



**Please Join Us for the  
Alabama Association of School  
Business Officials  
39<sup>th</sup> Annual Conference as we  
Celebrate Mardi Gras in May  
featuring**



**“The Many MASKS of AASBO: Promoting  
Excellence in School Business Management”**



**May 13-16, 2008  
Perdido Beach Resort  
Orange Beach, Alabama**



**Make Your Hotel Reservations at the Perdido Beach Resort by  
Calling 1-800-634-8001 or online at [www.perdidobeachresort.com](http://www.perdidobeachresort.com)**

**Group Reservation Code 3578 (Ask for the AASBO rate of \$165 per night)**



**This year’s conference features keynote speaker Jenny Nolen,  
Alabama’s funniest lady, discussing the 7 L’s of Leadership and Learning  
as well as “Effective Leadership II” workshop with Tim Cusack.**

**If you enjoyed Tim’s class in February, don’t miss part II  
at the Annual AASBO Conference!**



**Pre-Conference Workshops**

- Effective Communication
- Employee Leave Laws
- Investment of School Funds
- Payroll/Personnel Issues
- Effective Leadership II

**Vendor Displays**

**CPE Credit**

**Social Events**

**Breakout Sessions**

- New 403(b) Regulations
- Accounting for Booster Clubs and Athletic Camps
- Developing an Accounting Policy and Procedure Manual
- Personnel/Payroll Folders-What Should They Contain?
- Budgeting During an Economic Downturn
- E-Gap/Federal Programs Update
- State Education Laws/Legislative Update
- What to Do Before You Hire
- Leadership—Lead Right
- PEEHIP/Retirement Update
- LEAPS Reporting
- School Fraud



**Transportation**

# Alabama Association of School Business Officials Annual Conference

Perdido Beach Resort

May 13-16, 2008

Orange Beach, Alabama

## **Conference at a Glance**

### Tuesday May 13th

9:00 a.m. - 6:00 p.m.

Registration

1:00 p.m. - 4:30 p.m.

Pre-conference workshops

- Effective Communication
- Employee Leave Laws

### Wednesday May 14th

7:00 a.m. - 5:00 p.m.

Registration

7:30 a.m. - 8:00 a.m.

Continental Breakfast

8:00 a.m. - 11:30 a.m.

Pre-conference Workshops

- Investment of School Funds
- Payroll/Personnel Issues

11:30 a.m. - 12:15 p.m.

Lunch- Pre-conference participants

12:30 p.m. - 2:00 p.m.

First General Session

2:15 p.m. - 3:00 p.m.

Discussion Groups

- 1) New 403(b) Regulations
- 2) Accounting for Booster Clubs and Athletic Camps
- 3) Leadership- Lead Right

3:15 p.m. - 4:00 p.m.

Discussion Groups

- 1) Personnel/Payroll Folders-What Should They Contain?
- 2) Budgeting During an Economic Downturn
- 3) E-Gap/Federal Programs Update

4:00 p.m. - 5:30 p.m.

Vendor Product Showcase

5:30 p.m. - 7:30 p.m.

Reception by the pool

### Thursday May 15<sup>th</sup>

8:00-9:30

Vendor Product Showcase/Continental Breakfast

9:30-10:15

Discussion Groups

- 1) State Education Laws/Legislative Update
- 2) LEAPS Reporting 2008
- 3) Developing a Accounting Policy and Procedure Manual

10:30-11:15

Discussion Groups

- 1) PEEHIP/Retirement Update
- 2) School Fraud
- 3) What To Do Before You Hire

11:30-1:00

Lunch With Vendors/ Vendor Exhibits

1:15-4:30

Certificate Program Elective

Effective Leadership II

### Friday May 16<sup>th</sup>

8:00 a.m. - 11:00 a.m.

Buffet Breakfast

Second General Session

Graduation

Business Meeting

## NOTICE TO PROGRAM GRADUATES

Both core and elective courses will count toward your Professional Certification maintenance requirement of 18 Continuing Professional Education hours per year (October through September). By attending the entire conference (including pre-conference workshops and Thursday afternoon workshop) you will receive 18 continuing education hours.

### CONTINUING PROFESSIONAL EDUCATION for CPA's

Courses will be submitted for approval by the Alabama Board of Public Accountancy.

### TRANSCRIPTS

Please contact Alice Guenther at [aguenther1@ccs.ua.edu](mailto:aguenther1@ccs.ua.edu) to request a copy of your transcript.

### AASBO/SASBO MEMBERSHIP DUES

AASBO provides programs and services to promote the highest standards of school business practices through professional development, recognition, and the effective management of available resources. Joining AASBO and SASBO gives you the means to improve both yourself and your organization. You annual dues of \$20 can be paid on this registration form. Membership cycles run from July 1, 2008-June 30, 2009.

### GRADUATION QUESTIONS

If you have questions about graduation or want to verify that you will graduate at the Conference, call Amanda Al-Betar, Program Manager, Professional and Management Development Programs, The University of Alabama at (205)-348-9966.

### FURTHER INFORMATION

If you have questions or need more information, call Amanda Al-Betar, Program Manager, Professional and Management Development Programs, The University of Alabama at (205)-348-9966. You may fax her at 205-348-9276 or e-mail her at [aalbetar@ccs.ua.edu](mailto:aalbetar@ccs.ua.edu)

# Alabama Association of School Business Officials

## Annual Conference

**May 13-16, 2008**

**Perdido Beach Resort**

**Orange Beach, Alabama**

*One registrant per panel; for multiple registrations, please duplicate this form.*

Mr.  Mrs.  Ms.

Name First \_\_\_\_\_ Last \_\_\_\_\_ M. I. \_\_\_\_\_

Preference on Nametag \_\_\_\_\_ Social Security # (For Records Only) \_\_\_\_\_

Company/Organization Name \_\_\_\_\_ Company Phone/Company Fax \_\_\_\_\_

Personal Business Phone \_\_\_\_\_ Personal Business Fax \_\_\_\_\_

E-mail address \_\_\_\_\_ Job Title \_\_\_\_\_

Firm/Organization/Size \_\_\_\_\_ Approving Manager \_\_\_\_\_

Confirmation Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Billing Mailing Address \_\_\_\_\_ Attn: \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

**Method of Fee Payment:**

Enclosed is a check in the total amount of \$ \_\_\_\_\_ made payable to:  
The University of Alabama.

Charge fee \$ \_\_\_\_\_ to my credit card:  MasterCard  Visa  Discover  
 personal  business

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Authorizing Signature \_\_\_\_\_

School Issued Purchase Order # \_\_\_\_\_ (must include hard copy)

**FEES**

Conference May 13-16, 2008 Program # 07-195-08  
 \$200 Conference Registration Fee

AASBO/SASBO Dues Program #07-026-09  
Must be a member to attend conference.  
 \$20 Dues

Pre-Conference Workshops Program # 07-194-08  
*Please check whether you wish this to count as a certificate program course, or if you are a graduate and wish it to count as a continuing education course to maintain certification.*

**May 13, 2008, 1:00-4:30 p.m. (Choose One)**

**Effective Communication**  
 \$35 Professional Certificate Program Core Course (1CP)  
 \$35 Continuing Education Course (1CE)  
 \$35 Payroll Personnel Certificate Elective Course (1PP)  
**Employee Leave Laws**  
 \$35 Payroll Personnel Certificate Core Course (2PP)  
 \$35 Continuing Education Course (2CE)  
 \$35 Professional Certificate Elective Course (2CP)

**May 14, 2008, 8:00-11:30 a.m. (Choose One)**

**Investment of School Funds**  
 \$35 Professional Certificate Core Course (3CP)  
 \$35 Continuing Education Course (3CE)  
**Payroll/Personnel Issues**  
 \$35 Payroll Personnel Elective Course (4PP)  
 \$35 Continuing Education Course (4CE)  
 \$35 Professional Certificate Elective Course (4CP)

**May 15, 2008, 1:15-4:30 p.m.**

**Effective Leadership II**  
 \$35 Payroll Personnel Certificate Elective Course (5PP)  
 \$35 Continuing Education Course (5CE)  
 \$35 Professional Certificate Elective Course (5CP)

**In order to schedule meals, please indicate events you plan to attend:**

**Reception (Wednesday Night)**  
 Registrant  Guest

**Breakfast (Friday Morning)**  
 Registrant

**Note:** The University of Alabama is committed to complying with the Americans with Disabilities Act. Please make your request for accommodation at least 30 calendar days prior to seminar date here: \_\_\_\_\_

### FOUR CONVENIENT WAYS TO REGISTER

**Mail form and fee to:**  
Registration Services  
College of Continuing Studies  
The University of Alabama  
Box 870388  
Tuscaloosa, AL 35487-0388

**Phone in registration to:**  
(205) 348-3000

**FAX registration form to:**  
(205) 348-6614

**On-line Registration**  
Available via the internet at:  
<http://pdcs.ccs.ua.edu>

