



**HUNTINGTON UNION FREE SCHOOL DISTRICT  
P.O. BOX 1500  
HUNTINGTON, NY 11743**

**CONFERENCE ATTENDANCE CERTIFICATION FORM**

All Huntington UFSD employees must submit proof of attendance for conferences and/or seminars paid for by the District. Bring this form to the conference and have signed by the presenter. This form must be attached when submitting for reimbursement.

Name of Attendee: \_\_\_\_\_

Conference Title: \_\_\_\_\_

Conference Location: \_\_\_\_\_

Date(s) of Conference: \_\_\_\_\_

Vendor Representative Name: \_\_\_\_\_  
(Please Print)

Vendor Representative Title: \_\_\_\_\_

*I verify that the above named Huntington UFSD staff member attended this conference/workshop.*

Signature of Conference Vendor Representative:

\_\_\_\_\_