



TRAVEL APPROVAL REQUEST FORM

Please check one:

☒ Out of State Travel (requires Board Approval per GC §24058)

☐ In State Travel

Person(s) & Department Requesting Travel	Dates	Location and Nature of Meeting
R. Ted Baraan	08-27-2016 to 09-01-2016	APPA 41st Annual Training Institute, Cleveland, Ohio

ESTIMATED COSTS: ☒ GENERAL FUND

☐ OTHER FUND _____

REGISTRATION:	\$	340.00
MILEAGE:	\$	-
LODGING: **	\$	798.03
MEALS:	\$	345.00
AIRFARE:	\$	515.00
Other		
TOTAL:	\$	1,998.03

0

Per Diem \$69.00 x 5 days

Approximate cost (tickets will be purchased after BOS ap



APPROVED



NOT APPROVED

Approved by:

R. Ted Baraan

Print Name

Signature

TITLE:

Chief Probation Officer

Chairman of Board or CAO or Dept Head

DATE:

05/17/16



REGISTRATION FORM

APPA 41ST ANNUAL TRAINING INSTITUTE • AUGUST 28-31, 2016 • CLEVELAND, OH

Please use a photocopy of this form for each registrant. Please print clearly.

First Name: R. Ted Last Name: Baraan
Title: Chief Probation Officer Email: rtbaraan@cosb.us
Address: 400 Monterey Street
City: Hollister (location where confirmation should be sent) State: Ca Zip: 95023
Phone: 831-636-4070 Fax: _____

Agency/Organization: San Benito County Probation Department
☒ Check if same address as above
Agency/Organization Address: _____
Agency/Organization City: _____ State: _____ Zip: _____
Agency/Organization Phone: 831-636-4070 Fax: 831-636-5682
Agency/Organization Email: _____

APPA MEMBERSHIP \$50 \$50 \$ _____
One year of individual membership. ☐ New Member ☐ Renewal 301-085-10-11180-40010

REGISTRATION Includes general sessions, exhibit receptions and workshops. (All fees are per person.)

	On or Before July 29	After July 29	
Member of APPA	\$340	\$400	\$ <u>340.00</u>
Non-Member	\$400	\$460	\$ _____

If you are not a member of APPA, you are required to pay the regular registration fee. Memberships will be verified.

SINGLE DAY REGISTRATION \$225 N/A \$ _____

Registration ends July 29. Single day registration includes all sessions, workshops, and exhibit hall entrance for the entire day.

Specify Day: ☐ Monday, August 29 ☐ Tuesday, August 30

APPA ACCREDITED CONTACT HOURS \$10 \$10 \$ _____

INTENSIVE SESSIONS \$35 \$35 \$ _____

Available only to registrants of Institute. Attendance at intensive sessions only is not permitted.

Specify Intensive Session Title _____

FAMILY REGISTRATION \$100 \$100 \$ _____

This rate is available to immediate family members not employed in the corrections field.

Allows entry into general sessions, exhibit receptions and workshops.

Specify Family member's name _____

ADDITIONAL APPA LUNCHEON TICKET (JULY 14) \$60 \$ _____

One (1) Luncheon Ticket is included in full institute registration.

GRAND TOTAL \$ 340.00

300-085-11-12048-43000

PAYMENT

☒ Check Enclosed ☐ Government Purchase Order Enclosed; PO # _____

Charge to: ☐ VISA ☐ MasterCard ☐ American Express

Cardholder's Name _____

Card Number: _____

V code: _____ Expiration Date: _____

Signature: _____ Date: _____

SPECIAL ASSISTANCE

☐ Please list any special needs that you might require under the American Disabilities Act. Attach a written description of needs.

CONFIRMATION/REFUND POLICY

A full refund, less a \$50 processing fee, is available until July 29, 2016. No refunds are available after July 29, 2016. In order to receive a refund, written requests must be sent to the APPA Institute, c/o The Council of State Governments 1776 Avenue of the States Lexington KY 40511 or faxed to (859) 244-8001 All requests for refunds must be postmarked or faxed by July 29, 2016.

MAIL THIS FORM TO:

APPA Institute
c/o The Council of State Governments
2760 Research Park Drive, Lexington, KY 40578

or Fax to:

(859) 244-8001

or register online at www.appa-net.org

To better plan Institute workshops and activities, please supply us with the following information.

LENGTH OF EXPERIENCE IN CORRECTIONS

- | | |
|--|---|
| <input type="checkbox"/> Less than 2 years | <input type="checkbox"/> 16-20 years |
| <input type="checkbox"/> 2-5 years | <input checked="" type="checkbox"/> 21-25 years |
| <input type="checkbox"/> 6-10 years | <input type="checkbox"/> More than 26 years |
| <input type="checkbox"/> 11-15 years | |

GENDER

- ☒ Male ☐ Female

RACE/ETHNICITY

- | | |
|---|---|
| <input type="checkbox"/> African American | <input type="checkbox"/> Native American/ |
| <input type="checkbox"/> Caucasian | <input type="checkbox"/> Alaska Native |
| <input type="checkbox"/> Hispanic | <input checked="" type="checkbox"/> Asian |
| | <input type="checkbox"/> Other |

HIGHEST LEVEL OF EDUCATION

- ☐ Graduate Equivalency Diploma(GED)
☐ High School Diploma
☐ Associate's Degree
☒ Bachelor's Degree
☐ Master's Degree
☐ Doctorate

GEOGRAPHICAL AREA

- ☐ Urban (pop. over 50,000)
☒ Rural (pop. under 50,000)

JOB JURISDICTION

- ☐ Federal
☐ State
☒ County
☐ City
☐ Private firm/business
☐ Academic Institution
☐ Province
☐ Nonprofit organization
☐ Tribal/Alaskan Village
☐ Other _____

PRIMARY WORK AREA

- ☐ Juvenile Probation & Parole
☐ Adult Probation & Parole
☒ Adult Probation
☐ Adult Parole
☒ Juvenile Probation
☐ Juvenile Parole/Aftercare
☐ Residential
☐ Non - Residential
☐ Treatment Provider
☐ Academia
☐ Tribal Issues
☐ Other _____

PROFESSIONAL CATEGORY

- | | |
|---|---|
| <input type="checkbox"/> Line Personnel | <input type="checkbox"/> Attorney |
| <input checked="" type="checkbox"/> Commissioner/
Director/Chief | <input type="checkbox"/> Educator/
Researcher |
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Private Sector/
Corporate |
| <input type="checkbox"/> Consultant | <input type="checkbox"/> Retired |
| <input type="checkbox"/> Trainer | <input type="checkbox"/> Student |
| <input type="checkbox"/> Parole Board
Member | <input type="checkbox"/> Other |

APPA FEDERAL ID # 56-1150454



*** FORTY-FIRST ANNUAL ***

TRAINING INSTITUTE



The Hilton Cleveland Downtown and the Westin Cleveland Downtown are the official host hotels of the APPA 41st Annual Training Institute.



**100 LAKESIDE AVENUE EAST
CLEVELAND, OHIO, 44114**

Hilton Cleveland Downtown is in the heart of Cleveland's vibrant downtown area and connected to the FirstMerit Convention Center of Cleveland. Popular attractions, dining and entertainment are just minutes away. With modern guest rooms, convenient on-site amenities and 46,000 sq. ft. of event space, our hotel is the perfect base for exploring Cleveland.

Reservations at the Hilton Cleveland Downtown can be made by calling the Hilton at 1-800-HILTONS (1-800-445-8667) and ask for the APPA rate. For online reservations, go to <http://group.hilton.com/AmericanProbationandParoleAssociation>

**\$137
per night**
single/double occupancy



**777 ST CLAIR AVE NE
CLEVELAND, OH 44114**

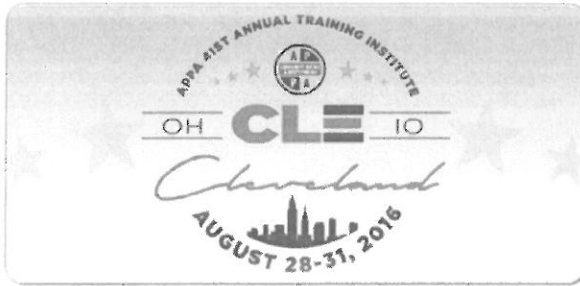
This contemporary hotel is 2 blocks from the Cleveland Convention Center and a 9-minute walk from the Rock and Roll Hall of Fame and Museum.

Reservations at the Westin Downtown can be made by calling 1-888-627-8085. Reference the APPA or American Probation and Parole Association to receive the group rate or for online reservations, go to <https://www.starwoodmeeting.com/Book/APPA2016>

**\$137
per night**
single/double occupancy

Event

41st Annual Training Institute - Cleveland



REGISTER ONLINE!

(https://www.appa-net.org/eweb/DynamicPage.aspx?Site=APPA_2&WebCode=IIIA_TI-RegCreateAccount&RegPath=IIIA_TI-RegFormFee&Reg_evt_key=88e76565-1b5a-490f-a146-42b2d0e785e8&action=add)

or

REGISTER a GROUP!

(https://www.appa-net.org/eweb/DynamicPage.aspx?WebCode=CSCGroupRegMem&ObjectKeyFrom=1a83491a-9853-4c87-86a4-f7d95601c2e2&DoNotSave=yes&ParentObject=CentralizedOrderEntry&ParentDataObject=GroupRegistration&evt_guest_limit=&app_evt_key=88e76565-1b5a-490f-a146-42b2d0e785e8®_org_cst_key=00000000-0000-0000-0000-000000000000&Action=Add&)
(Requires an APPA Log-in)

or

If you prefer to register by email, mail or fax, please submit this form with payment to APPA at the address noted on the form.

Download Registration Form (Training/TI-A41.pdf)
(Form Required for PO Payments)

Date: August 28 — 31, 2016

Lodging: **Hilton Cleveland Downtown**

(<http://group.hilton.com/AmericanProbationandParoleAssociation>)

Lodging: **Westin Downtown**

(<https://www.starwoodmeeting.com/Book/APPA2016>)

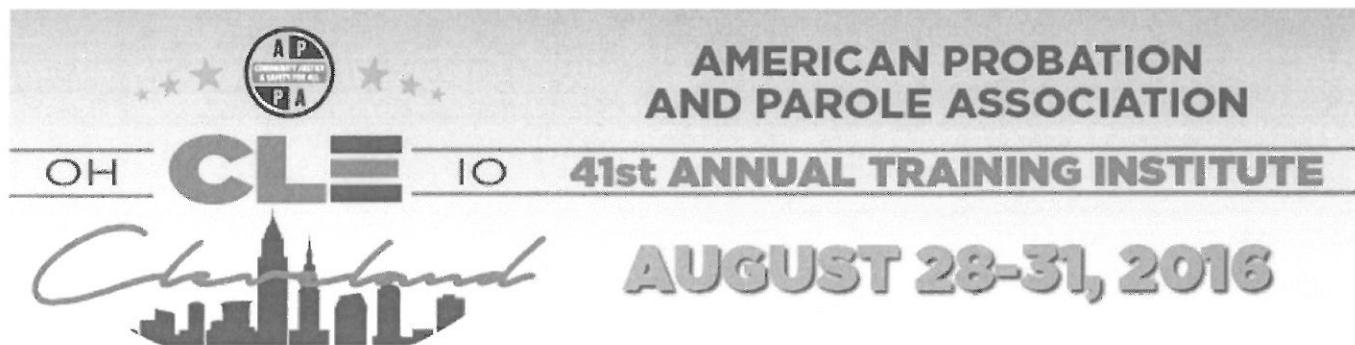
Note: Attendees from the state of Ohio are eligible for the special host rate of \$310 for full registration. Please choose this rate for both members and non-members when registering for the Institute. Faculty, student and single day registration rates are not affected.

CONFIRMATION/REFUND POLICY

A full refund, less a \$50 processing fee, is available until July 29, 2016. **No refunds are available after July 29, 2016.** In order to receive a refund, written requests must be sent to the APPA Institute, c/o The Council of State Governments, 1776 Avenue of the States, Lexington, KY 40511 or faxed to (859) 244-8001. All requests for refunds must be postmarked or faxed by **July 29, 2016**.

Assistance

Please email our Registrar (<mailto:apparegistration@csg.org?subject=41st Annual Training Institute - Cleveland>) or call (859) 244-8206.



Program

Activities at a Glance

SATURDAY, 8/27/16

12:00 P.M. - 5:00 P.M. Institute Registration

SUNDAY, 8/28/16

7:30 A.M. - 8:00 P.M. Institute Registration

8:00 A.M. - 5:00 P.M. Intensive Sessions

1:00 P.M. - 3:00 P.M. APPA Board of Directors Meeting

5:30 P.M. - 7:00 P.M. Opening Session

7:00 P.M. - 9:00 P.M. Opening Reception in the Resource Expo

MONDAY, 8/29/16

7:30 A.M. - 8:00 P.M. Institute Registration

8:30 A.M. - 10:00 A.M. Plenary Session

10:00 A.M. - 11:00 A.M. Resource Expo Viewing

11:00 A.M. - 12:30 P.M. Workshops

12:30 P.M. - 1:45 P.M. Lunch in the Resource Expo

1:45 P.M. - 3:15 P.M. Workshops

3:30 P.M. - 5:00 P.M. Workshops

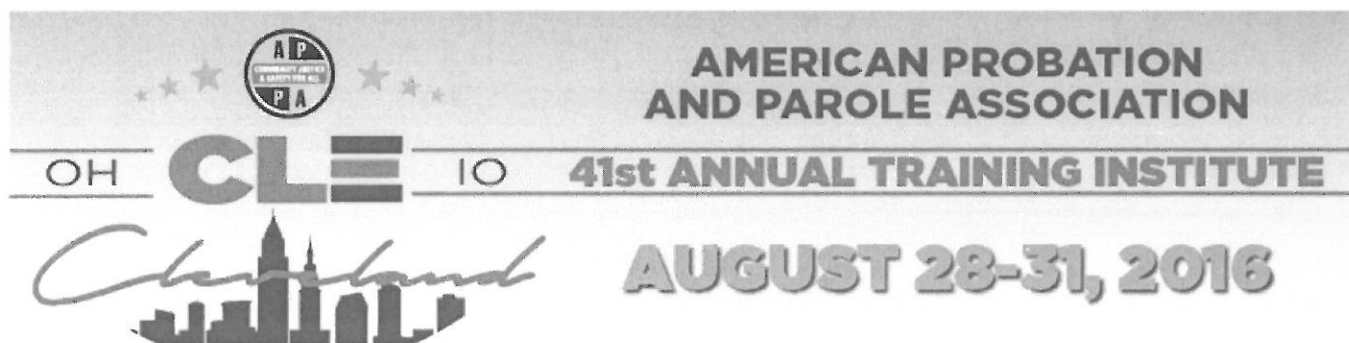
4:00 P.M. - 6:30 P.M.	Resource Expo Viewing
5:00 P.M. - 6:30 P.M.	Reception in Resource Expo

TUESDAY, 8/30/16

8:00 A.M. - 5:00 P.M.	Institute Registration
8:30 A.M. - 10:00 A.M.	Workshops
9:00 A.M. - 11:00 A.M.	Resource Expo Viewing
11:00 A.M. - 12:30 P.M.	Workshops
12:30 P.M. - 1:45 P.M.	Luncheon
1:45 P.M. - 3:15 P.M.	Workshops
3:30 P.M. - 5:00 P.M.	Workshops

WEDNESDAY, 8/31/16

7:45 A.M. - 8:15 A.M.	APPA Membership Meeting
8:30 A.M. - 10:00 A.M.	Workshops
10:15 A.M. - 11:30 A.M.	Closing Session



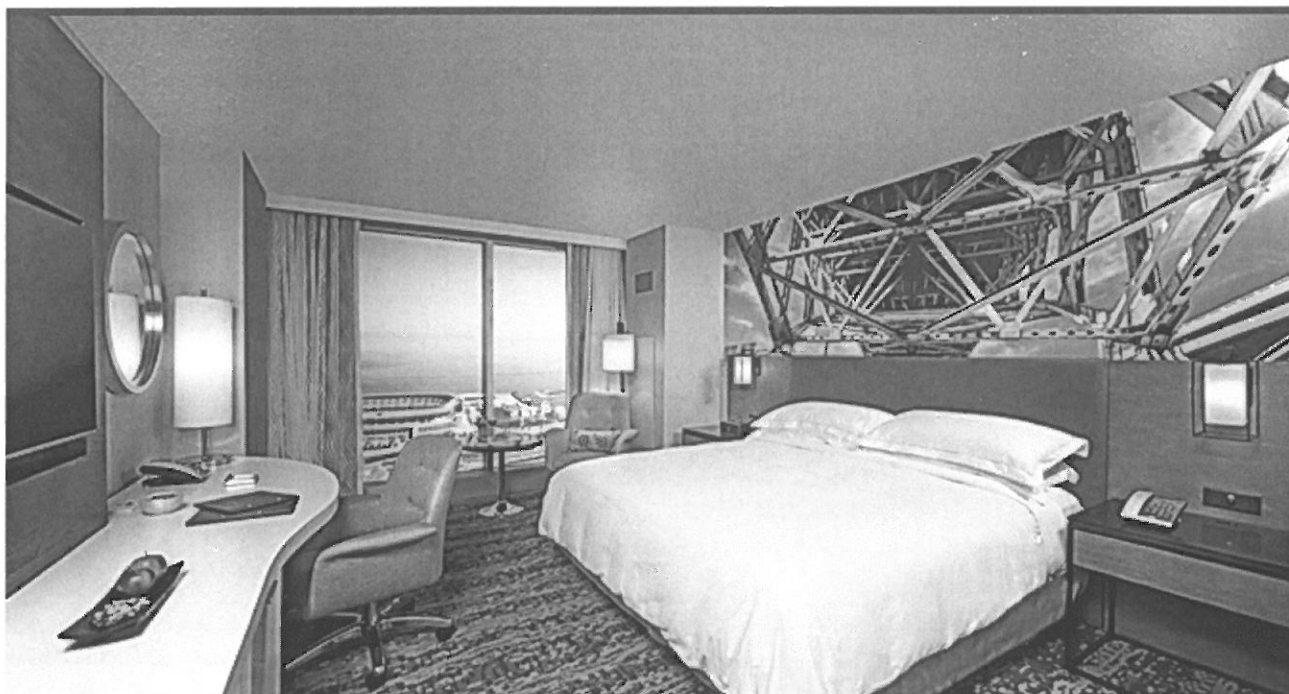
Lodging

The Hilton Cleveland Downtown and the Westin Cleveland Downtown are the official host hotels of the APPA 41st Annual Training Institute. APPA has secured a reduced rate of \$137 single/double occupancy at both hotels.

📅 The deadline for hotel reservations is August 5, 2016; rooms are subject to availability at time of booking.

Hilton Cleveland Downtown

100 Lakeside Avenue East, Cleveland, OH 44114



To make reservations:

☎ Call 1-800-HILTONS and reference "APPA"

🔗 Go online using this custom link!

(<http://group.hilton.com/AmericanProbationandParoleAssociation>)

Westin Cleveland Downtown

777 Saint Clair Avenue NE., Cleveland, OH 44114



To make reservations:

☎ Call 1-888-627-8085 and reference "APPA"

🔗 Go online using this custom link! (<https://www.starwoodmeeting.com/Book/APPA2016>)

Please Note: Hotels will not hold any reservation unless secured by a first night's advance deposit made by a major credit, which will be processed at the time the reservation is made. Deposits are refundable for cancellations received 72 hours prior to arrival.

APPA has blocked the number of lodging rooms to accommodate members and guests based on past history. Guests who reserve multiple lodging rooms that are later cancelled within days of arrival create financial harm to APPA. Please avoid over booking more lodging rooms than necessary. By registering for the APPA Institute you agree to allow the hotel to share your reservation information with APPA to insure that you receive the discounted rate and are counted towards the APPA Institute room block. A nominal fee is included in the lodging rate for convention center costs.


Rita Campbell

From: R. Ted Baraan
Sent: Tuesday, May 17, 2016 5:15 PM
To: Rita Campbell
Subject: FW: Your 27 Aug 2016 Confirmation #3242450310

*R. TED BARAAN
CHIEF PROBATION OFFICER
SAN BENITO COUNTY PROBATION DEPARTMENT
MAIN: (831) 636-4070 x18
EMAIL: RTBARAAN@COSB.US*

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From: Hilton Hotels & Resorts Confirmed [<mailto:hiltonhotels&resorts@res.hilton.com>]
Sent: Tuesday, May 17, 2016 4:54 PM
To: R. Ted Baraan
Subject: Your 27 Aug 2016 Confirmation #3242450310



RESERVE PLAN STAY EXPLORE

✓

Hilton Cleveland
Downtown

100 Lakeside Avenue
East, Cleveland, OH
44114
T: 1 216-413-5000

Aug. 27, 2016 –
Sep. 01, 2016

Confirmation Number: 3242450310

UPDATE

*R. Ted
Baraan,
see you on Aug 27, 2016*





***Your Room
Information:***

1 KING BED

Rooms: 1

Guests: 1 Adult

Check In: Aug 27
3:00 PM

Check Out: Sep 01
12:00 PM

Your Rate Information:

APPA ANNUAL TRAINING

Rate per night

: 137.00 USD

Total for Stay per Room

Rate: 685.00 USD

Taxes: 113.03 USD

Total: 798.03 USD

Total for Stay : 798.03 USD



***Start Earning Free
Hotel Stays. Joining
is Free!***



SIGN UP NOW



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HHonors
membership and
the app, trip
planning is easy.*

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- Book your stay with over 4,500 Hotels and Resorts



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WITH THE HILTON HHONORS CARD FROM AMERICAN EXPRESS.

Terms and Conditions Apply.



LEARN MORE



Tax:

- Valet parking: 32.00/night

- Please contact us should you need to cancel your reservation.
- Your reservation is guaranteed by a deposit of 159.61 USD that has been/will be charged to your credit card.
- Cancellations are required by 11:59 PM on Aug 24, 2016 local hotel time to avoid cancellation penalties.



PLEASE DO NOT REPLY TO THIS EMAIL. MAIL SENT TO THIS EMAIL ADDRESS CANNOT BE ANSWERED.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

If you need to **MODIFY** or **CANCEL** your reservation, click [here](#).

Any change to the arrival date, departure date or room type of this reservation is subject to the hotel's availability at the time the change is requested and may result in a possible rate change or an additional fee. For example, shortening or lengthening your reservation is subject to availability and may not be possible at a later date. For more information, please [click here](#) to see all the rules and restrictions applicable to this reservation.

If you have questions regarding your reservation, please contact Hilton Reservations and Customer Care at 1-800-HILTONS (445-8667), [click here](#)

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