



## PRESIDENT & CEO TRAVEL AND EXPENSE SUMMARY

The table below represents travel that has occurred for the past quarter or is known or planned to occur within the next couple of months.

DATES	PURPOSE	LOCATION	COSTS
8/1/17	Room Rental for B. Esposito retirement party		\$150.00
8/1/17	Auto rental/personal use reimbursed with check		\$36.79
8/15/17	Airfare for NWRA Conf	Alexandria, VA	491.60
8/15/17	DVD for Raising of America for PD Conf		\$85.95
9/1/17	Shipping charges for NWRA conf materials		\$62.92
9/4-9/8/17	NWRA Conference expenses	Alexandria, VA	\$1546.46
9/20/17	Registration for NWLC Advocates mtg 1/9-1/11/18	Baltimore, MA	\$478.00
9/27/17	ECE Task Force mtg	Apalachicola, FL	\$52.16
10/5/17	Refreshments for Early Learning Partners mtg.	Tallahassee, FL	\$25.78
10/13/17	Lobbyist Registration		\$75.00

The expense summary of the CEO was provided to the Forum board of directors for their review. It represents expenses that are both reasonable and necessary for the performance of the CEO duties on behalf of the organization and is thereby approved.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert Buesing, Chair  
Children's Forum Board of Directors

**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**

09-EN-21264

**Vendor Information**

**Tallahassee State Bank**  
 PO Box 23061  
 Columbus, GA 31902  
 Phone - / Fax -

**Shipping Information**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

Date	Require Date	Prepared By	Workflow	Status	Description
08/01/2017	09/23/2017	Shelley Shafer	Accounting	Documents Transferred to Abila	Meeting expense

**Meeting expense**

Qty	Unit Type	Received Rec'd Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0	54000 004 01 01 01 100 NA 100	N/A	Meeting expense	150.00	0.000	150.00

Approved

**Approval Information**

Shelley Shafer     Accounting     09/14/2017 1:46 PM  
 Kerri Cloud     Dir of Finance     09/14/2017 1:20 PM  
 Shelley Shafer     Requester     09/13/2017 1:46 PM

**TOTAL**

**\$150.00**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 20934

21264

**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

**Purchase Order**

Purchase Order Information				Vendor Information		
Acct. No. (if applicable)	8/1/17			Vendor ID		For fiscal Use
Purchase Description	Meeting Expense Bella Bella			Vendor Name	TSB Visa Kalifeh	
Purchase/Service Date	7/26/17	To	7/26/17	Street Address		
Requestor's Name/Dept	Phyllis Kalifeh			City		
Department Approval	[Signature]			Phone		
				Invoice #	7/1/2040	
				Terms (Due)	Pay by Invoice	

Purchase Information		
Distribution Code	Item Description	Amount
Forum 6006	Room Rental for Beverly Esposito's Retirement Party	150.00
<b>Total</b>		<b>\$ 150.00</b>

Expense Coding Info	
GL Code	54000
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal Dept.	R Cloud 9/14/17
CEO(+ \$1,000)	

Room rental costs  
for Bev Espinoza's  
retirement party

bella bella 123 E 5TH AVE  
850 412-1114  
123 E 5TH Avenue  
Tallahassee Florida  
850 412 1114

Server: DANIELLE                      DOB: 07/26/2017  
08:06 PM                                      07/26/2017  
Table 110/13                                      1/10074

SALE

VISA    1048623  
Card #XXXXXXXXXXXX4368  
Magnetic card present: KALIFEH PHYLLIS  
Card Entry Method: S

Approval: 070625

Amount:                      \$ 150.00  
+ Tip:                                      \_\_\_\_\_  
= Total: 150.00

I agree to pay the above  
total amount according to the  
card issuer agreement.

X \_\_\_\_\_

LET US CATER YOUR NEXT EVENT  
GRAZIE MILLE

bella bella 123 E 5TH AVE  
850 412-1114  
LET US CATER YOUR NEXT EVENT  
GRAZIE MILLE



**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**

**09-EN-21267**

**Vendor Information**

**Tallahassee State Bank**  
 PO Box 23061  
 Columbus, GA 31902  
 Phone - / Fax -

**Shipping Information**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

Date	Require Date	Prepared By	Workflow	Status	Description
08/01/2017	09/23/2017	Shelley Shafer	Accounting	Documents Transferred to Abila	Auto rental personal use/ Reimbursed with check

**Auto rental personal use/ Reimbursed with check**

Unit Qty	Unit Type	Qty	Received Rec'd Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 004 01 01 01 100 NA 100	N/A	Auto rental personal use/ Reimbursed with check	36.79	0.000	36.79

Approved

**Approval Information**

Shelley Shafer Accounting 09/14/2017 11:10 AM  
 Kate Nunez Contracts Mgr 09/14/2017 10:51 AM  
 Shelley Shafer Requester 09/13/2017 1:56 PM

**TOTAL**

**\$36.79**

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Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 20937

21267

**Children's Forum  
2807 Remington Green Circle  
Tallahassee, FL 32308**

**Purchase Order**

Purchase Order Information				Vendor Information			
				Vendor ID	5257-4300	For fiscal Use	
Purchase Description		Forum		Vendor Name	TSB Visa Kalifeh		
Purchase/Service Date		7/31/17	To	8/1/17	Street Address		
Requestor's Name/Dept				Phyllis Kalifeh		City	State
Supervisor Approval				Phone		Il	Zip
[Signature]				Reservation#		Fax	
				Terms (Due)			

Purchase Information		
Distribution Code	Item Description	Amount
Forum	Auto Rental (Personal Rental)	\$ 36.79
	Paid personal check #1146	
<b>Total</b>		\$ 36.79

Expense Coding Info	
GL Code	53000
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal Dept.	KR Nelsen-Nancy 9/14/17
CEO(+\$1,000)	



**Rental Agreement Summary**  
 RA#: 8MFB5B  
 Renter: PHYLLIS KALIFEH  
 Emerald Club - EC Emerald Club

**Dates & Times**      **Location**

**Pick up**

Monday, July 31, 2017 5:38 PM      2516 N ROOSEVELT BLVD  
 Start Charges:      KEY WEST, FL 33040-3927  
 Monday, July 31, 2017 5:38 PM      (305) 292-0220

**Return**

Tuesday, August 1, 2017 6:00 PM      2516 N ROOSEVELT BLVD  
 KEY WEST, FL 33040-3927  
 (305) 292-0220

**Vehicle**

Make / Model: FORD / MUSC  
 Color: GRAY  
 Mileage:  
 Fuel Out:  
 License #: 617YSA  
 Unit #: 7MHNGW

Vehicle Condition:  
 No Damage Documented

**Renter Charges**

Charges	Price/Unit	Total
TIME & DISTANCE 7/31/17-8/1/17	\$28.82 / Day	\$28.82
NO CHARGE DISTANCE 7/31/17-8/1/17	\$0.00 / Mile	\$0.00
DROP FEE	\$0.00 / Day	\$0.00
REFUELING CHARGE	\$2.40 / Gallons	\$0.00

**Products and Protections Included -  
 See Master Agreement**

DW	Included
RAP	Included

**Taxes and Fees**

SC REC - SURCHARGE RECOVERY	\$2.00 / Day	\$2.00
TIRE AND BATTERY FEE	\$0.02 / Day	\$0.02
AIRPORT ACCESS FEES (8.64%)	8.64%	\$2.72
VLF REC - VEHICLE LICENSE FEE	\$0.66 / Day	\$0.66
SALES TAX (7.5%)	7.5%	\$2.57
<b>Total Estimated Charge:</b>		<b>\$36.79</b>

**Payments:**

AMERICAN EXPRESS \*\*\*\*\*1009 Auth (\$236.79)

Acknowledgement of Charges

I acknowledge that I have reviewed and agree to all charges and fees listed on Summary of Charges

PERMISSION GRANTED TO OPERATE VEHICLE ONLY IN THE STATE OF RENTAL AND THE FOLLOWING STATE(S):

OPERATION IN ANY OTHER STATE OR COUNTRY WILL AFFECT YOUR LIABILITY AND RIGHTS UNDER THIS AGREEMENT.

**Optional Protection Products Declined**

No protections have been declined.

Owner: ENTERPRISE LEASING COMPANY OF FLORIDA, LLC

**Additional Drivers**

No Additional Drivers are authorized to drive the vehicle with the exception of the drivers listed below.  
 (Additional driver names listed here if applicable)

Please keep this Rental Agreement Summary with you in the vehicle during the rental.

**Local Addenda**

**FAILURE TO RETURN RENTAL PROPERTY OR EQUIPMENT UPON EXPIRATION OF THE RENTAL PERIOD AND FAILURE TO PAY ALL AMOUNTS DUE (INCLUDING COSTS FOR DAMAGE TO THE PROPERTY OR EQUIPMENT) ARE EVIDENCE OF ABANDONMENT OR REFUSAL TO REDELIVER THE PROPERTY, PUNISHABLE IN ACCORDANCE WITH SECTION 812.155 AND/OR SECTION 817.52 OF THE FLORIDA STATUTES.**

**SC REC IS THE FLORIDA STATE RENTAL CAR SURCHARGE. SEE RENTAL AGREEMENT JACKET PARAGRAPH 3.B.8.**

**VLF REC IS THE VEHICLE LICENSE FEE RECOVERY. SEE RENTAL AGREEMENT JACKET PARAGRAPH 3.B.8.**

**THE VALID AND COLLECTIBLE LIABILITY INSURANCE AND PERSONAL INJURY PROTECTION INSURANCE OF ANY AUTHORIZED RENTAL OR LEASING DRIVER IS PRIMARY FOR THE LIMITS OF LIABILITY AND PERSONAL INJURY PROTECTION COVERAGE REQUIRED BY**

63-992/631

1146

PHYLLIS K KALIFEH 1106  
2807 REMINGTON GREEN CIR.  
TALLAHASSEE, FL 32308

DATE 9-15-77

PAY TO THE ORDER OF Children's Forum \$ 36<sup>79</sup>  
Thirty six and 79/100 DOLLARS

 Security Features included. Details on Back.

**Tallahassee State Bank**  
a division of SYNOVUS® BANK

*Phyllis Kalifeh*

MEMO

Car rental

⑆063109922⑆1003552138⑆

1146

MP

**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**

09-EN-21265

**Vendor Information**

**Tallahassee State Bank**  
 PO Box 23061  
 Columbus, GA 31902  
 Phone - / Fax -

**Shipping Information**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

Date	Require Date	Prepared By	Workflow	Status	Description
08/15/2017	09/23/2017	Shelley Shafer	Accounting	Documents Transferred to Abila	Airfare for P. Kalifeh/NWRA conf 9/2-9/9/17

**Airfare for P. Kalifeh/NWRA conf 9/2-9/9/17**

Qty	Unit Type	Received Rec'd	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0	53000 664 02 01 02 301 NA 600	N/A	Airfare for P. Kalifeh/NWRA conf 9/2-9/9/17	453.60	0.000	453.60
1	EA	0	53000 004 01 01 01 100 NA 100	N/A	Airfare for P. Kalifeh/NWRA conf 9/2-9/9/17	38.00	0.000	38.00

APPROVED

**Approval Information**

Shelley Shafer     Accounting     09/14/2017 11:10 AM  
 Kate Nunez        Contracts Mgr     09/14/2017 9:35 AM  
 Shelley Shafer     Requester         09/13/2017 1:50 PM

**TOTAL**

**\$491.60**

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Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



21265

**Children's Forum**  
2807 Remington Green Circle  
Tallahassee, FL 32308

**Purchase Order**

Purchase Order Information				Vendor Information			
				Vendor ID			For fiscal Use
Purchase Description		NWRA - Airfare Delta		Vendor Name	TSB-VISA Kalifeh		
Purchase/Service Date		8/15/17	To 8/15/17	Street Address			
Requestor's Name/Dept		Phyllis Kalifeh		City	State	Zip	
Supervisor Approval				Phone	Fax		
				Confirmation#			
				Terms (Due)			

Purchase Information		
Distribution Code	Item Description	Amount
Registry/2016 2016	Airfare (Delta Main Cabin Fare)	\$ 453.60
	Airfare (Delta Comfort Fare)	\$ 38.00
	Note: Phyllis paid the difference of \$38 Personal Check #1143 (copy attached)	
<b>Total</b>		<b>\$ 491.60</b>

Expense Coding Info	
GL Code	53000
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal Dept.	KR Nielsen-Nunez 9/14/17
CEO(+ \$1,000)	



PHYLLIS K KALIFEH 1106  
2807 REMINGTON GREEN CIR.  
TALLAHASSEE, FL 32308

63-992/631

1143

DATE 8/15/17

PAY TO THE ORDER OF Children's Forum

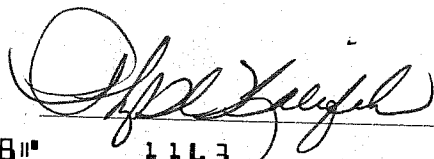
\$ 38.00

Thirty eight and 00/100

DOLLARS  Security Features Included. Details on Back.

**Tallahassee State Bank**  
a division of SYNOVUS® BANK

MEMO Janiff DeComet



⑆063109922⑆1003552138⑆

1143



MY TRIPS    BOOK A TRIP    FLIGHT STATUS    CHECK IN

JOIN

# BOOK A TRIP

Start Over    Flights    Passengers    Extras    Payment

## FLIGHTS

SAT 02 SEP	<b>TLH → DCA</b> 07:45 AM    12:39 PM	DL 1099, DL 150 4h 54m   1 STOP	Main Cabin (X)   Main Cabin (X) Changeable / Nonrefundable	Price per Passenger	\$379 <sup>54</sup>
	<a href="#">Details</a>	<a href="#">View Seats</a>	<a href="#">Complete Delta Air Lines Baggage Information</a>	Taxes, Fees and Charges	\$74 <sup>06</sup>
SAT 09 SEP	<b>DCA → TLH</b> 3:00 PM    6:38 PM	DL 151, DL 2731 3h 38m   1 STOP	Main Cabin (V)   Main Cabin (V) Changeable / Nonrefundable	Total Price (USD)	\$453 <sup>60</sup>
	<a href="#">Details</a>	<a href="#">View Seats</a>	<a href="#">Complete Delta Air Lines Baggage Information</a>	Statement Credit*	-\$150 <sup>00</sup>
				Total After Statement Credit (USD)	\$303 <sup>60</sup>

### Earn a \$150 Statement Credit and 25,000 Bonus Miles

Apply for the Gold Delta SkyMiles Credit Card from American Express

- \$150 Statement Credit after you use your new Card on a Delta purchase in your first 3 months\*
- 25,000 bonus miles after you make \$1,000 in purchases on your new Card within your first 3 months.
- First checked bag free and Priority Boarding on Delta flights
- \$0 introductory annual fee for the first year, then \$95 Rates & Fees | Offer Terms | Benefit Terms

Terms and Conditions Apply

Yes! I'd like to apply now for a Card and then complete my booking

\*Statement credit will be issued approximately 8-12 weeks after making your first Delta purchase

## TERMS AND CONDITIONS

### GENERAL CONDITIONS OF PURCHASE

You agree to accept all Fare Rules for each flight, all Trip Extras Terms & Conditions, and all terms in Delta's applicable Contract of Carriage. Once your ticket is purchased, Risk-Free Cancellation may apply. No contract exists until you receive confirmation that payment was received and processed.

View Fare Rules, Change & Cancellation Policies. This ticket is nonchangeable/ nonrefundable. Fees may apply.

The advertised price is not an offer and is subject to change. All prices are (USD) unless otherwise noted. You may see separate transactions to your credit card based on the vendors and the products you are purchasing. Amounts may vary dependant on the rate of exchange at time of transaction.

In-Flight services and amenities may vary and are subject to change.

Final baggage fees will be assessed and charged at time of check in. Baggage fees may change based on the class of service or frequent flyer status. [CURRENCY CALCULATOR](#)

*Delta Comfort: 491.60*  
*Delta Economy: 453.60*  


---

*\$ 38.00*

*Note: I will deduct this amount to  
 paid this amount by check for the  
 difference in ticket prices (Ch.# 1143)*



# Phyllis Kalifeh

**From:** Delta Air Lines <DeltaAirLines@e.delta.com>  
**Sent:** Monday, August 14, 2017 10:55 PM  
**To:** Phyllis Kalifeh  
**Subject:** Your Flight Receipt - PHYLLIS KALIFEH 02SEP17

Hello, PHYLLIS

SkyMiles #\*\*\*\*\*847 >

Your Trip Confirmation #: GIJYGO

Sat, 02SEP	DEPART	ARRIVE
DELTA 1099 Delta Comfort+® (W)	TALLAHASSEE, FL 7:45am	ATLANTA 8:44am
DELTA 150 Delta Comfort+® (W)	ATLANTA 11:00am	WASHINGTON-REAGAN 12:39pm
Sat, 09SEP	DEPART	ARRIVE
DELTA 151 Delta Comfort+® (W)	WASHINGTON-REAGAN 3:00pm	ATLANTA 4:54pm
DELTA 2731 Delta Comfort+® (W)	ATLANTA 5:35pm	TALLAHASSEE, FL 6:38pm

## ARRIVE ON TIME

### For passengers traveling domestically (within the U.S):

Due to peak summer travel season, many airports are experiencing a high volume of passengers, resulting in long check-in, baggage drop and security checkpoint lines.

Please plan to **arrive at the airport at least 2 hours prior to your scheduled departure time.**

### For passengers traveling internationally:

Due to recently-implemented U.S. Department of Homeland Security (DHS) enhanced security requirements for customers traveling from any non U.S. location, we strongly advise all customers to **arrive at the airport at least 3 hours prior to your scheduled departure time** and to proceed to your departure gate promptly to allow extra time to clear security.

We also encourage passengers to check-in online at delta.com or via the Fly Delta app to help

avoid delays.

### RESTRICTED HAZARDOUS ITEMS

To ensure the safety of our customers and employees, Delta no longer accepts **hoverboards or any lithium battery powered self-balancing personal transportation devices** on board its aircraft. These items are prohibited as both carry-on and checked baggage.

**Spare batteries for other devices, fuel cells, and e-cigarettes** are permitted in carry-on baggage only. If your carry-on bag contains these items and is gate checked, **they must be removed and carried in the cabin**. Further information and specific guidelines regarding restricted items can be found [here](#).

### Passenger Info

NAME	FLIGHT	SEAT
PHYLLIS KALIFEH	DELTA AIR LINES INC 1099	12A
SkyMiles #*****847	DELTA AIR LINES INC 150	10A
	DELTA AIR LINES INC 151	13C
	DELTA AIR LINES INC 2731	13D

Visit [delta.com](http://delta.com) or use the Fly Delta app to view, select or change your seat. If you purchased a Delta Comfort+™ seat or a Trip Extra, please visit My Trips to access a receipt of your purchase.

### Flight Receipt

Ticket #: 0062393864979

Place of Issue: Delta.com

Ticket Issue Date: 14AUG17

Ticket Expiration Date: 14AUG18

### METHOD OF PAYMENT

VI\*\*\*\*\*4368

**\$491.60 USD**

### CHARGES

#### Air Transportation Charges

Base Fare \$414.88 USD

#### Taxes, Fees and Charges

United States - September 11th Security Fee(Passenger \$11.20 USD

Civil Aviation Security Service Fee) (AY)

United States - Transportation Tax (US) \$31.12 USD

United States - Passenger Facility Charge (XF) \$18.00 USD

United States - Flight Segment Tax (ZP) \$16.40 USD

(/index.php)

## Conference 2017, Alexandria, VA

### Conference Registration is now open!

Just click <https://register.eventmobi.com/Alliance2017> (<https://register.eventmobi.com/Alliance2017>) to register online. Please note that our new registration system is designed for credit card payment. If you need pay by check through a state or university payment system, instructions for generating a registration confirmation for submission to your payment system are provided at the registration site. A note of caution, watch carefully for the red words Promo Code just above the registration selections. Click on these words to get the box into which you enter the promo code to claim the early bird discount.



### Optional: Night Tour of DC Monuments

A night tour of monuments in the DC area is planned for Wednesday evening, September 6. This is a separately billed item, NOT INCLUDED IN REGISTRATION. The tour event will accommodate 64 people. *If you would like to participate in the DC by Night Tour send an email to [conference@registryalliance.org](mailto:conference@registryalliance.org) (<mailto:conference@registryalliance.org>).* You will receive a digital invoice for credit card payment for this tour. The price is \$40 per person. Buses will leave the hotel at 6:30 p.m. and return at 10:30 p.m. Each bus has an expert guide and will provide time to get off for pictures and views at the monuments. The smaller group setting provides for great information and a relaxed tour.



**Hotel information for 2017:** Our conference hotel, the Alexandria Hilton Old Town, is full. But there are overflow rooms at the Embassy Suites, 1900 Diagonal Road, Alexandria. Just click this link to book a room at this hotel at the conference rate of \$169 per night for September 5 through 8, <http://embassysuites.hilton.com/en/es/groups/personalized/W/WASOTES-NWO-20170905/index.jhtml> (<http://embassysuites.hilton.com/en/es/groups/personalized/W/WASOTES-NWO-20170905/index.jhtml>). The phone number is 703-647-2014 (tel:(703)%20647-2014). *Guest reservation cut-off date is **August 15, 2017**.* The conference rate is not available after this date.



### Need to see the conference schedule and session descriptions?

Want to build your personal schedule for the conference? Click the link to go to the mobile application! Alliance 2017 Conference App (<https://eventmobi.com/alliance2017/>).



The National Workforce Registry Alliance conference for 2017 will be hosted in Old Town Alexandria, VA, September 5 through September 9, 2017. The conference site is the Hilton Alexandria Old Town at 1767 King Street in Alexandria, VA. The Hilton Alexandria Old Town sits just 15 minutes and 2 Metro stops from Reagan National Airport, and steps from the King Street Metro and Alexandria Amtrak Station. The Hilton Alexandria Old Town is also 20 minutes from the DC Convention Center, and the monuments, museums, and power centers of Washington, D.C. Get around easily with Alexandria's free King Street Trolley and Water Taxi to the National Harbor and Georgetown.

The Hilton Alexandria Old Town sits just 15 minutes and 2 Metro stops from Reagan National Airport, and steps from the King Street Metro and Alexandria Amtrak Station. The Hilton Alexandria Old Town is also 20 minutes from the DC monuments, museums, and power centers of Washington, D.C. Get around easily with Alexandria's free King Street Trolley and Water Taxi to the National Harbor and Georgetown.

We look forward to seeing you in the fall of 2017.

**Conference schedule outline:** The conference is slated to begin at mid-day on Tuesday, September 5, with a working forum on data and policy in early childhood education. The conference will formally open on Wednesday morning, September 6, and continue through mid-day on Friday, September 8. The Board of Directors for the Alliance will meet on Saturday, September 9. Watch for schedule details in early June.

### Preliminary Schedule Outline

Tuesday	Wednesday	Thursday	Friday	Saturday
September 5	September 6	September 7	September 8	September 9
<i>Preconference Session</i>				
<i>A focused working afternoon for registry administrators</i>	<i>Conference Full Day</i>	<i>Conference Full Day</i>	<i>Conference half day</i>	<i>Board Meeting</i>
<i>1 p.m. to 5 p.m.</i>	<i>8 a.m. to 5 p.m.</i>	<i>8 a.m. to 5 p.m.</i>	<i>8:00 a.m. to noon</i>	<i>8 a.m. to 3 p.m.</i>
<i>No meals</i>	<i>Breakfast &amp; break</i>	<i>Breakfast &amp; break</i>	<i>Breakfast &amp; break</i>	

**Optional**

**Night Tour of DC Monuments**

*If you would like to participate in the DC  
by Night Tour send an email to  
conference@registryalliance.org  
(mailto:conference@registryalliance.org).*

*Thursday  
Networking Reception, Exhibits  
and Alliance Auction in the Grand  
Ballroom*

You will receive a digital invoice for  
credit card payment for this tour. The  
price is \$40 per person.

The National Workforce Registry Alliance · PO Box 58190 · Washington DC, 20037-8190  
605-939-0893 · [contact@registryalliance.org](mailto:contact@registryalliance.org) (mailto:contact@registryalliance.org)



**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**

09-EN-21266

**Vendor Information**

**Tallahassee State Bank**

PO Box 23061  
 Columbus, GA 31902  
 Phone - / Fax -

**Shipping Information**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

Date	Require Date	Prepared By	Workflow	Status	Description
08/15/2017	09/23/2017	Shelley Shafer	Accounting	Documents Transferred to Abila	DVD for PD conference

DVD for PD conference

Unit Qty	Type	Received Qty	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		57300 004 01 01 01 100 NA 100	N/A	DVD for PD conference	85.95	0.000	85.95

Approved

**Approval Information**

Shelley Shafer Accounting 09/14/2017 1:46 PM  
 Kerri Cloud Dir of Finance 09/14/2017 1:21 PM  
 Shelley Shafer Requester 09/13/2017 1:51 PM

**TOTAL**

**\$85.95**

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Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx




Control No. 20936



21266

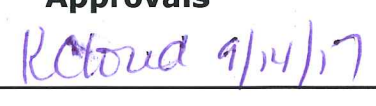
### Children's Forum 2807 Remington Green Circle Tallahassee, FL 32308

### Purchase Order

Purchase Order Information				Vendor Information	
Acct. No. (if applicable)				Vendor ID	For fiscal Use
Purchase Description	California Newsreel			Vendor Name	TSB Visa Kalifeh
Purchase/Service Date	8/15/17	To	8/15/17	Street Address	
Requestor's Name/Dept	Phyllis Kalifeh			City	
Department Approval				Phone	
				Invoice #	7/1/2040
				Terms (Due)	Pay by Invoice

Purchase Information		
Distribution Code	Item Description	Amount
Forum/2006	DVD Raising of America	79.95
	S/H	\$ 6.00
<b>Total</b>		<b>\$ 85.95</b>

Expense Coding Info	
GL Code	57300
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal Dept.	 9/14/17
CEO(+\$1,000)	



[ORDER TRACKING](#) [CONTACT US](#)

### Order Complete - Thank You!

Please print this receipt for your records.

Subscribe to Newsreel newsletter for occasional announcements on New Releases and Special Offers.

Enter your eMail address to subscribe

THE RAISING OF AMERICA	\$79.95	High School / Public Library / HBCUs / Community Org. ONLY1	\$79.95
		Shipping:	\$6.00
		<b>Total:</b>	<b>\$85.95</b>

**Date :**  
Tuesday, August 15, 2017

**Order Number :**  
p147236

**Ship To :**  
Children's Forum  
ATTN:Phyllis Kalifeh  
2807 Remington Green Circle  
Tallahassee, FL 32308  
850-681-7002

**Shipping Option :**  
Budget Shipping  
5-7 business days

**Billing Address :**  
Same as Shipping Address

**Payment Method :**  
Visa : XXXX-XXXX-XXXX-4368  
Exp. 11/20

[Home](#) [Titles A-Z](#) [New Releases](#) [Shopping Cart](#) [Order Tracking](#) [Contact Us](#)





**PACKING LIST/NOT AN INVOICE**

**F** CALIFORNIA NEWSREEL  
**R** 700 INDIAN SPRINGS DR  
**O** LANCASTER, PA 17601  
**M**

PHYLIS KALIFEH  
CHILDREN'S FORUM  
2807 REMINGTON GREEN CIRCLE  
TALLAHASSEE, FL 32308

**S H I P T O**

PHYLIS KALIFEH  
CHILDREN'S FORUM  
2807 REMINGTON GREEN CIRCLE  
TALLAHASSEE, FL 32308

**INTERNAL USE ONLY**

LOCATION QTY SHP ITEM#  
1 EA CN0240D

*Received 7-1-17*

CUST#	P.O.#	ORDER#	ORDER DATE	TERMS	
11054		202807392	08/16/2017		
DESCRIPTION	QTY ORD	QTY SHP	QTY B/O	UNIT PRICE	TOTAL
RAISING OF AMERICA DVD	1	1		79.95	79.95

CUST CL	PICKED/BY	PACKED/BY	SHIP VIA	# OF CARTONS	MERCHANDISE TOTAL	SH	TAX	CREDIT FORWARD	TOTAL DUE	TOTAL PAID	BALANCE DUE
			FEDEX SMARTPOST		79.95	6.00	.00		85.95	85.95	.00

\*BACKORDERED ITEMS WILL BE SHIPPED AS STOCK BECOMES AVAILABLE. \*  
CANCELED ITEMS ARE NO LONGER AVAILABLE FOR SALE. IF YOU ORDERED BY CREDIT CARD,  
YOUR CARD HAS NOT BEEN CHARGED. IF YOU PURCHASED BY CHECK, A REFUND WILL BE MAILED TO YOU.

Web order#: P147236

2121001

**FROM**

PHYLIS KALIFEH  
CHILDREN'S FORUM  
2807 REMINGTON GREEN CIRCLE  
TALLAHASSEE, FL 32308

**TO**

CALIFORNIA NEWSREEL  
700 INDIAN SPRINGS DR  
LANCASTER, PA 17601

**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

*Kalifon*

<b>PURCHASE ORDER</b>
<b>09-EN-21402</b>

Vendor Information	Shipping Information
--------------------	----------------------

<p><b>Tallahassee State Bank</b>                  PO Box 23061                  Columbus, GA 31902                  Phone - / Fax -</p>	<p>2807 Remington Green Circle                  Tallahassee, FL 32308                  (850) 681-7002 Ext                  Shelley Shafer</p>
---	---

Date	Require Date	Prepared By	Workflow	Status	Description
09/01/2017	10/19/2017	Shelley Shafer	Accounting	Documents Transferred to Abila	Shipping

**Shipping**

Qty	Unit Type	Received	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0	57200 664 02 01 02 301 NA 600	N/A	Shipping	62.92	0.000	62.92

Approved

Approval Information	TOTAL	\$62.92
----------------------	-------	---------

Shelley Shafer	Accounting	10/10/2017 9:20 AM
Kerri Cloud	Dir of Finance	10/09/2017 4:13 PM
Shelley Shafer	Requester	10/09/2017 1:53 PM

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

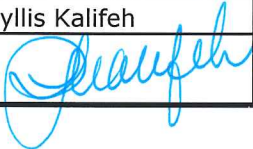
Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



21402

**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

**Purchase Order**

Purchase Order Information				Vendor Information		
Acct. No. (if applicable)	9/1/17			Vendor ID		For fiscal Use
Purchase Description	The UPS Store			Vendor Name	TSB Visa Kalifeh	
Purchase/Service Date	8/29/17	To	8/29/17	Street Address		
Requestor's Name/Dept	Phyllis Kalifeh			City		
Department Approval				Phone	850	
				Invoice #		
				Terms (Due)	Pay by Invoice	

Purchase Information		
Distribution Code	Item Description	Amount
<del>Admin</del> 2664	Shipping of conference materials for NWRA presentations	62.92
<b>Total</b>		<b>\$ 62.92</b>

Expense Coding Info	
GL Code	57200
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal Dept.	K. Clowd 10/9/17
CEO(+\$1,000)	

The UPS Store - #3075  
2910 KERRY FOREST PARKWAY  
SUITE D4  
TALLAHASSEE, FL 32309  
(850) 906-0255

08/29/17 11:05 AM

We are the one stop for all your  
shipping, postal and business needs.

Package tracking Available at:  
[www.theupsstore.com](http://www.theupsstore.com)



1	101419 (002)	T1 \$	14.
	24x12x12 box DW		
2	021408 (009) ****S****	T1 \$	3.5
	24x12x12 box Pac M S		
3	031404 (016) ****S****	T0 \$	10.00
	24x12x12 box Pac S F		
4	001045 (001)	T0 \$	33.60
	Ground Residential		
	Tracking# 1Z6VA4650318500273		

SubTotal \$ 61.  
SalesTax (T1) \$ 1.  
Total \$ 62.

VISA CREDIT \$ 62

COUNT NUMBER \* \*\*\*\*\*4  
Printer Code: 025300 (I) Sale

PRINT METHOD: ChipRead  
E: Issuer  
: A0000000031010  
: 8080008000  
: 6800  
AC: 44C7F60C6C175C1E  
ARC: 00

Receipt ID 83984742039209888196 004 Items  
CSH: Joe Tran: 3243 Reg: 001

**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**

09-EN-21403

**Vendor Information**

**Tallahassee State Bank**  
 PO Box 23061  
 Columbus, GA 31902  
 Phone - / Fax -

**Shipping Information**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

Date	Require Date	Prepared By	Workflow	Status	Description
09/01/2017	10/19/2017	Shelley Shafer	Accounting	Documents Transferred to Abila	Airfare P. Kalifeh NWRA conf/flight change due to Hurricane

**Airfare P. Kalifeh NWRA conf/flight change due to Hurricane**

Qty	Unit Type	Received Rec'd	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0	53000 663 02 01 02 301 NA 600	N/A	Airfare P. Kalifeh NWRA conf/flight change due to Hurricane	335.50	0.000	335.50
1	EA	0	53000 004 01 01 01 100 NA 100	N/A	Airfare P. Kalifeh NWRA conf/flight change due to Hurricane	200.00	0.000	200.00

APPROVED

**Approval Information**

Shelley Shafer     Accounting     10/10/2017 9:20 AM  
 Kate Nunez        Contracts Mgr     10/09/2017 3:31 PM  
 Shelley Shafer     Requester         10/09/2017 1:55 PM

**TOTAL     \$535.50**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx

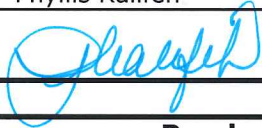




21403

**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

**Purchase Order**

Purchase Order Information				Vendor Information			
		9/1/17		Vendor ID	For fiscal Use		
Purchase Description	NWRAC COFF. Delta			Vendor Name	TSB-VISA Kalifeh		
Purchase/Service Date	8/15/17	To	8/15/17	Street Address			
Requestor's Name/Dept	Phyllis Kalifeh			City	State	Zip	
Supervisor Approval				Phone	Fax		
				Confirmation#			
				Terms (Due)			

Purchase Information		
Distribution Code	Item Description	Amount
Registry <del>21403</del> 2006	Airfare (Delta Main Cabin Fare)	\$ X 453.60
	Airfare (Delta Comfort Fare)	\$ X 38.00
	Note: Phyllis paid the difference of \$38	
	Personal Check #1143 (copy attached)	\$ 312.09
21403 2006		\$ 23.41
	Originally scheduled to return on Saturday, 9/9/17. Due to hurricane warnings, trip was changed to return on Friday, 9/8/17. The only seats available were in first class for returning flight. PK paid \$200 towards the costs of return fare.	\$ 200.00
	Check #1145	\$ <del>(453.60)</del> \$ <del>(38.00)</del>
	Note: Costs of ticket had increased since initial purchase which represents \$112.09. Additional \$200 was for upgrade of seat which was only one available. The \$200 change fee was still applied.	

**Total**      \$      535.50

Expense Coding Info	
GL Code	53000
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal Dept.	KR Nulsen - Nunez <sup>10/9/17</sup>
CEO(+ \$1,000)	

# Phyllis Kalifeh

**From:** Delta Air Lines <DeltaAirLines@e.delta.com>  
**Sent:** Tuesday, September 5, 2017 10:39 PM  
**To:** Phyllis Kalifeh  
**Subject:** Your Flight Receipt - PHYLLIS KALIFEH 08SEP17

Hello, PHYLLIS

SkyMiles #\*\*\*\*\*847 >

Your Trip Confirmation #: GIJYGO

Fri, 08SEP	DEPART	ARRIVE
DELTA 2921 First Class (A)	WASHINGTON-REAGAN 12:20pm	ATLANTA 2:15pm
DELTA 915 First Class (A)	ATLANTA 4:02pm	TALLAHASSEE, FL 5:01pm

## ARRIVE ON TIME

### For passengers traveling domestically (within the U.S):

Due to peak summer travel season, many airports are experiencing a high volume of passengers, resulting in long check-in, baggage drop and security checkpoint lines.

Please plan to **arrive at the airport at least 2 hours prior to your scheduled departure time.**

### For passengers traveling internationally:

Due to recently-implemented U.S. Department of Homeland Security (DHS) enhanced security requirements for customers traveling from any non U.S. location, we strongly advise all customers to **arrive at the airport at least 3 hours prior to your scheduled departure time** and to proceed to your departure gate promptly to allow extra time to clear security.

We also encourage passengers to check-in online at delta.com or via the Fly Delta app to help avoid delays.

## RESTRICTED HAZARDOUS ITEMS

To ensure the safety of our customers and employees, Delta no longer accepts **hoverboards or any lithium battery powered self-balancing personal transportation devices** on board its aircraft. These items are prohibited as both carry-on and checked baggage.

**Spare batteries for other devices, fuel cells, and e-cigarettes** are permitted in carry-on baggage only. If your carry-on bag contains these items and is gate checked, **they must be removed and carried in the cabin**. Further information and specific guidelines regarding restricted items can be found here.

### Passenger Info

NAME	FLIGHT	SEAT
PHYLLIS KALIFEH	DELTA 2921	04C
SkyMiles #*****847	DELTA 915	04B

Visit [delta.com](http://delta.com) or use the Fly Delta app to view, select or change your seat. If you purchased a Delta Comfort+™ seat or a Trip Extra, please visit My Trips to access a receipt of your purchase.

### Flight Receipt

Ticket #: 0062395938579

Place of Issue: Delta.com

Ticket Issue Date: 05SEP17

Ticket Expiration Date: 14AUG18

### METHOD OF PAYMENT

VI\*\*\*\*\*4368 **\$ 535.50 USD**

### CHARGES

#### Air Transportation Charges

Base Fare **\$726.97 USD**

#### Taxes, Fees and Charges

United States - Flight Segment Tax (ZP) **\$16.40 USD**

United States - Passenger Facility Charge (XF) **\$18.00 USD**

United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY) **\$11.20 USD**

United States - Transportation Tax (US) **\$54.53 USD**

**TICKET AMOUNT **\$827.10 USD****

Fare Difference - \$312.09 USD

Taxes, Fees & Charges - \$23.41 USD

Service Charge - \$200.00 USD

**Total Charged - \$ 535.50 USD**

NON-REF/NON-END - PENALTY APPLIES



This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Fare Details: TLH DL X/ATL DL WAS245.58XEUNA0CL DL X/ATL DL TLH461.39KD7NA0FL 1S20.00USD726.97END ZP TLHATLDCATL XF TLH4.5ATL4.5DCA4.5ATL4.5

### Service Charges and Fees

Service Charge/Fee #0062395938579

Fees 200.00 USD

**TOTAL 200.00 USD**

Non-Transferrable. Retain this receipt for your records. The amount above is the total of any nonrefundable service charges or fees paid in conjunction with issuance, exchange or refund of the following tickets/documents, including any direct ticket charge included in the fare you were quoted.

### Checked Bag Allowance

The fees below are based on your original ticket purchase. **If you qualify for free or discounted checked baggage**, this will be taken into account when you check in.

Fri 08 Sep 2017 DELTA: DCA [ATL

CARRY ON	FIRST	SECOND
FREE	FREE	FREE

Fri 08 Sep 2017 DELTA: ATL [TLH

CARRY ON	FIRST	SECOND
INCLUDED	INCLUDED	INCLUDED

Visit [delta.com](http://delta.com) for details on baggage embargos that may apply to your itinerary.

### Transportation of Hazardous Materials

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in civil penalties. Examples include: Paints, aerosols, lighter fluid, fireworks, torch lighters, tear gases and compressed gas cartridges.

There are special exceptions for small quantities (up to 70 ounces total). For further information visit [delta.com](http://delta.com) Restricted Items Section.

### EARN MILES WITH AIRBNB. >

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Plus, your guests also get \$25 toward first qualifying booking. Terms



PHYLLIS K KALIFEH 1106  
2807 REMINGTON GREEN CIR.  
TALLAHASSEE, FL 32308

63-992/631

1145

DATE 9/15/17

PAY TO THE  
ORDER OF

Children's Screen

Two hundred and 10/100

\$200<sup>00</sup>

DOLLARS



Security Features  
Included.  
Details on Back.

**Tallahassee  
State Bank**

a division of SYNOVUS® BANK

MEMO Return/DC Fee

*[Signature]*

⑆063109922⑆1003552138⑆

1145

**\*\*\* ATTACH ORIGINAL TO TRAVEL EXPENSE REPORT**

<b>Children's Forum, Inc.</b> Travel Authorization Request (TAR)	Employee: Phyllis Kalifeh	Purpose/Benefit of Trip: Registry / T.E.A.C.H.	DATE: 8/15/2017
Destination: Alexandria, Washington-DC VA	Dates of Travel: 9/2/2017 - 9/9/2017	Funds Charged/ Percentage: T.E.A 100 %	Others on Trip:

ESTIMATED EXPENDITURES		ESTIMATED COST													PER DIEM	OTHER																
HOTEL	PER DIEM	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
\$975.00	\$254				X	X	X	X	X	X																						

Mode of Transportation	Departure Time	Return Time	OR	Airline	Departure Flight	Time	Return Flight	Time	Est. Cost
				Delta	1099	7:45 AM	2731	6:40 PM	\$ 453.60
<b>Total Estimated Costs</b>									<b>\$1,782.60</b>

**CONFERENCE OR CONVENTION TRAVEL: EXPLANATION OF BENEFITS ACCRUING TO THE CHILDREN'S FORUM**

Note: Conference begins on Tuesday and I am a presenter so would need to travel on Monday (Labor Day) for the event. However, I am traveling on Saturday, 9/2 at my expense for hotel and per diem for 9/2 and 9/3. The Forum has played an important role in the development of Registry standards and best practices.

Our participation continues to be valuable in order to stay abreast of current policies and best practices to ensure that the Forum's systems comply and exceed industry standards.

I HEREBY CERTIFY THAT TRAVEL AS SHOWN ABOVE IS TO BE INCURRED IN CONNECTION WITH OFFICIAL BUSINESS OF THE CHILDREN'S FORUM

EMPLOYEE SIGNATURE: 	APPROVED BY SUPERVISOR: DATE: 8-15-17 FISCAL APPROVAL DATE:
-------------------------	---

**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**  
**09-EN-21404**

**Vendor Information** **Shipping Information**

**Tallahassee State Bank**  
 PO Box 23061  
 Columbus, GA 31902  
 Phone - / Fax -

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

Date	Require Date	Prepared By	Workflow	Status	Description
09/08/2017	10/19/2017	Shelley Shafer	Accounting	Documents Transferred to Abila	Hotel charges P.Kalifeh/ NWRA conf 9/4-9/8/17

**Hotel charges P.Kalifeh/ NWRA conf 9/4-9/8/17**

Unit Qty	Type	Received Qty	Account Rec'd Date	Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 663 02 01 02 301 NA 600	N/A	Hotel charges P.Kalifeh/ NWRA conf 9/4-9/8/17	778.04	0.000	778.04

APPROVED

**Approval Information**

**TOTAL \$778.04**

Shelley Shafer      Accounting      10/10/2017 9:21 AM  
 Kate Nunez          Contracts Mgr      10/09/2017 3:40 PM  
 Shelley Shafer      Requester          10/09/2017 1:57 PM

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



21404

**Children's Forum  
2807 Remington Green Circle  
Tallahassee, FL 32308**

**Purchase Order**

Purchase Order Information				Vendor Information			
	<i>NWRA Conf.</i>			Vendor ID		For fiscal Use	
Purchase Description	Hilton Alexandria Old Town			Vendor Name	TSB-Admin <i>Kalifeh</i>		
Purchase/Service Date	9/4/17	To	9/8/17	Street Address			
Requestor's Name/Dept	Phyllis Kalifeh			City	State	Zip	
Supervisor Approval	<i>[Signature]</i>			Phone	Fax		
				Invoice #			
				Terms (Due)			

Purchase Information		
Distribution Code	Item Description	Amount
Registry <i>12103</i>	Hotel	\$ 778.04
Registry	Gas receipts (unless paid personally)	
	<i>Arrived early for panel presentation</i>	
Travel Reimbursement!\$0		
<b>Total</b>		\$ 778.04

Expense Coding Info	
GL Code	53000
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal Dept.	<i>KRNelsen - Nuney</i> <sup>10/3/17</sup>
CEO(+ \$1,000)	

NAME AND ADDRESS:

KALIFEH, PHYLLIS  
5419 PIMLICO DRIVE  
TALLAHASSEE FL 32309  
UNITED STATES OF AMERICA

Room: 500/K1RRU1  
Arrival Date: 9/2/2017 1:05:00 PM  
Departure Date: 9/8/2017

Adult/Child: 2/0  
Room Rate: 169.00

Rate Plan: SWR  
HH #: 610503288 GOLD  
AL: DL #2138122847  
Car:

Confirmation Number: 3360645622

9/8/2017

DATE	REFERENCE	DESCRIPTION	AMOUNT
9/4/2017	4206295	GUEST ROOM	\$169.00
9/4/2017	4206295	ROOM TAX - STATE	\$10.14
9/4/2017	4206295	ROOM TAX-CITY	\$14.37
9/4/2017	4206295	OCCUPANCY TAX	\$1.00
9/5/2017	4206933	GUEST ROOM	\$169.00
9/5/2017	4206933	ROOM TAX - STATE	\$10.14
9/5/2017	4206933	ROOM TAX-CITY	\$14.37
9/5/2017	4206933	OCCUPANCY TAX	\$1.00
9/6/2017	4207685	GUEST ROOM	\$169.00
9/6/2017	4207685	ROOM TAX - STATE	\$10.14
9/6/2017	4207685	ROOM TAX-CITY	\$14.37
9/6/2017	4207685	OCCUPANCY TAX	\$1.00
9/7/2017	4208374	GUEST ROOM	\$169.00
9/7/2017	4208374	ROOM TAX - STATE	\$10.14
9/7/2017	4208374	ROOM TAX-CITY	\$14.37
9/7/2017	4208374	OCCUPANCY TAX	\$1.00
9/8/2017	4208774	VS *4368	(\$778.04)
		**BALANCE**	\$0.00



You have earned approximately 17815 Hilton Honors points for this stay. Hilton Honors(R) stays are posted within 72 hours of checkout. To check your earnings or book your next stay at more than 4,900

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ACCOUNT NO. VS *4368	DATE OF CHARGE 9/8/2017	FOLIO NO./CHECK NO. 703994 A
CARD MEMBER NAME KALIFEH, PHYLLIS	AUTHORIZATION 082622	INITIAL
ESTABLISHMENT NO. & LOCATION	PURCHASES & SERVICES	
	TAXES	
	TIPS & MISC.	
CARD MEMBER'S SIGNATURE	TOTAL AMOUNT	-778.04
MERCHANDISE AND/OR SERVICES PURCHASED ON THIS CARD SHALL NOT BE RESOLD OR RETURNED FOR A CASH REFUND.	PAYMENT DUE UPON RECEIPT	





Payee Phyllis Kalifeh  
Vendor ID 1008

Account #:

18171  
9/21/2017

Invoice	Description	Discount	Amount
09-EN-21304	Travel expenses P. Kalifeh/NWRA conf 9/4-9/8/17	\$0.00	\$232.92

Electronic Payment Notification

Total :

\$0.00

\$232.92

Electronic Payment Notification

Phyllis Kalifeh  
5419 Pimlico Drive  
Tallahassee, FL 32309

# VOID

Payee Phyllis Kalifeh  
Vendor ID 1008

Account #:

18171  
9/21/2017

Invoice	Description	Discount	Amount
09-EN-21304	Travel expenses P. Kalifeh/NWRA conf 9/4-9/8/17	\$0.00	\$232.92

Electronic Payment Notification

Total :

\$0.00

\$232.92



**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**  
 09-EN-21304

**Vendor Information**

**Phyllis Kalifeh**  
 5419 Pimlico Drive  
 Tallahassee, Fl 32309  
 Phone - / Fax -

**Shipping Information**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

Date	Require Date	Prepared By	Workflow	Status	Description
09/08/2017	09/30/2017	Shelley Shafer	Accounting	Documents Transferred to Abila	Travel expenses P. Kalifeh/NWRA conf 9/4-9/8/17

**Travel expenses P. Kalifeh/NWRA conf 9/4-9/8/17**

Unit Qty	Unit Type	Qty Rec'd	Received Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 663 02 01 02 301 NA 600	N/A	Travel expenses P. Kalifeh/NWRA conf 9/4-9/8/17	232.92	0.000	232.92

Approved

**Approval Information**

Shelley Shafer	Accounting	09/21/2017 11:07 AM
Kate Nunez	Contracts Mgr	09/20/2017 2:27 PM
Shelley Shafer	Requester	09/20/2017 10:49 AM

**TOTAL \$232.92**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



Control No. 20974

## Children's Forum

2807 Remington Green Circle  
Tallahassee, FL 32308

### Purchase Order

Purchase Order Information				Vendor Information			
			<i>Vendor ID</i>	<u>1008</u>	<i>For fiscal Use</i>		
<i>Purchase Description</i>	National Workforce Registry Alliance			<i>Vendor Name</i>	Phyllis Kalifeh		
<i>Purchase/Service Date</i>	9/4/17	To	9/8/17	<i>Street Address</i>			
<i>Requestor's Name/Dept</i>	Phyllis Kalifeh			<i>City</i>	<i>State</i>	<i>Zip</i>	
<i>Supervisor Approval</i>				<i>Phone</i>	<i>Fax</i>		
				<i>Invoice #</i>			
				<i>Terms (Due)</i>			

Purchase Information		
Distribution Code	Item Description	Amount
Registry <u>12163</u>	Per Diem, Meals, Misc. Expense Reimbursement	\$ <del>192.00</del> <u>186.00</u>
Registry <u>12163</u>	Mileage Reimbursement (\$.445)	\$ 24.92
Registry <u>12163</u>	Cab Fare from Airport to Hotel (unless paid on Agency credit card)	\$ 22.00
		\$ -
<b>Total</b>		<b>\$ 238.92</b>

Expense Coding Info	
<i>GL Code</i>	53000
<i>Fund</i>	
<i>Audit</i>	
<i>FAS</i>	
<i>Function</i>	
<i>Program</i>	
<i>Activity</i>	

Approvals	
<i>Fiscal Dept.</i>	<u>KR Nielsen-Nunz</u> <u>9/20/17</u>
<i>CEO(+\$1,000)</i>	_____

<b>Children's Forum</b>		<b>EMPLOYEE</b>		<b>Phyllis Kalifeh</b>		<b>Benefiting Program:</b>		<b>Registry</b>	
<b>Reimbursement of Travel Expenses</b>		<b>DESTINATION</b>		<b>Alexandria, VA (D.C.)</b>		<b>Distribution or Fund:</b>		<b>Registry</b>	
<b>DATE</b>	<b>Name of City From Point of Origin to Destination</b>	<b>Purpose or Reason</b>	<b>Per Diem (\$80/day)</b>	<b>Breakfast (\$6)</b>	<b>Lunch (\$11)</b>	<b>Dinner (\$19)</b>	<b>Hotel</b>	<b>Airfare</b>	<b>Cab Fare</b>
	Tallahassee to D.C.	National Workforce Registry Alliance		6.00	11.00	19.00	194.51	453.60	22.00
	D.C.	National Workforce Registry Alliance		6.00	11.00	19.00	194.51		
	D.C.	National Workforce Registry Alliance			11.00	19.00	194.51	535.00	
	D.C.	National Workforce Registry Alliance			11.00	19.00	194.51		
	D.C. to Tallahassee	National Workforce Registry Alliance	60.00						

DATE	Name of City From Point of Origin to Destination	Purpose or Reason	Per Diem (\$80/day)	Meals			Hotel	Airfare	Cab Fare	Agency Charged Gas	Traveler Paid Gas	Tolls	Map Mileage Claimed	Vicinity Mileage Claimed	Other Expenses	
				Breakfast (\$6)	Lunch (\$11)	Dinner (\$19)									Amount	Type
09/04/19	Tallahassee to D.C.	National Workforce Registry Alliance		6.00	11.00	19.00	194.51	453.60	22.00				28.0			
09/05/17	D.C.	National Workforce Registry Alliance		6.00	11.00	19.00	194.51						28.0			
09/06/17	D.C.	National Workforce Registry Alliance			11.00	19.00	194.51	535.00								
09/07/17	D.C.	National Workforce Registry Alliance			11.00	19.00	194.51									
09/08/17	D.C. to Tallahassee	National Workforce Registry Alliance	60.00													
<b>Agency Credit Card Charges? (Yes/No)</b> Yes    No    Yes    No    Yes    No    Yes    No    Yes    No    Yes    No    Yes    No    Yes    No    Yes    No    Yes    No																
<b>Agency Credit Card Charges?</b> \$ 60.00    \$ 42.00    \$ 44.00    \$ 76.00    \$ 778.04    \$ 988.60    \$ 988.60    \$ 22.00    \$ -    \$ -    \$ -    \$ -    \$ 24.92    \$ -    \$ -    \$ 2,005.66																

I hereby certify or affirm that the above expenses were actually incurred by me as necessary traveling expenses in the performance of my duties and that this claim is true and correct in every material matter and same conforms in every respect with the requirements of section 112.061, F.S. I have attached all original receipts pertaining to this travel reimbursement form. The amounts are accurate and correct and reflect the policies and procedures outlined in the Children's Forum Employee Handbook, policy #3.160. I understand that any discrepancies, miscalculations, or missing information on this form may delay the reimbursement process.

NOTES REGARDING TRAVEL: PK paid \$200 towards return trip as only seat available in advance of Hurricane Irma was in First Class. Change fees and ticket increases account for the balance.

LESS ADVANCE RECEIVED  
 LESS AMOUNT CHARGED TO AGENCY CREDIT CARD \$ (1,788.64)  
 LESS AMOUNTS PREVIOUSLY REPORTED (e.g. registration fees) \$  
 NET AMOUNT DUE: \$ 222,236.92

If the balance is due is negative, this the amount you owe to the Children's Forum.

Pursuant to section 112.061(3)(a), F.S., I hereby certify or affirm that to the best of my knowledge the above travel was on official business of Children's Forum and was performed for the purpose stated above:

SUPERVISOR'S SIGNATURE: *Phyllis Kalifeh*  
 SUPERVISOR'S TITLE: *CEO*  
 DATE: *9-19-17*

GENERAL INSTRUCTIONS

Breakfast --- when travel begins before 6 a.m. and extends beyond 8 a.m.  
 Lunch ----- when travel begins before 12 Noon and extends beyond 2 p.m.  
 Dinner ----- when travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during night-time hours due to special assignment.

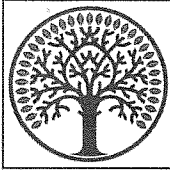


### Blue Top Cab Receipt

Date 9/2/17 Time 1:00  
From WASHINGTON REAGAN  
To HILTON OLD TOWN  
Run # \_\_\_\_\_ Fare \$ 22.00  
Cab # \_\_\_\_\_ Signature [Signature]

703/243-TAXI

Paid cash  
Cab



# National Workforce Registry Alliance

Supporting the Nation's Early Childhood and Afterschool Workforce

PO Box 58190, Washington D.C. 20037-8190 or see us at [www.registryalliance.org](http://www.registryalliance.org)

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## Claiming Our Space: Setting 5-Year Registry Goals and Benchmarks

**Time: 1:00 pm - 5:00 pm**

- 1:00 pm      Welcome and Introductions  
*-Erin Clancy, National Workforce Registry Alliance President*
- Our Approach Today  
*-Kathy Thornburg, Meeting Facilitator, AEM Corporation*
- 1:15 pm      Setting the Context & National Perspectives Panel  
*-Kathy Thornburg, AEM Corporation*  
*-Marica Cox Mitchell, NAEYC*  
*-Albert Wat, Alliance for Early Success*  
*-Phyllis Kalifeh, National Workforce Registry Alliance & Children's Forum*
- 2:00 pm      Review of Goals  
*-Denise Mauzy, Facilitator, AEM Corporation*
- 2:30 pm      Benchmark Development (pick 1 of 4)  
*-Denise Mauzy, Facilitator, AEM Corporation*  
*-Jill Soto, Facilitator, New World Now LLC*  
*-Maria Taylor, Facilitator, CCEI*  
*-Mica Burris, Facilitator, CCEI*
- 3:30 pm      Break
- 3:45 pm      Facilitator Report Out and Sensing Activity  
*-Denise Mauzy, Facilitator, AEM Corporation*  
*-Jill Soto, Facilitator, New World Now LLC*  
*-Maria Taylor, Facilitator, CCEI*  
*-Mica Burris, Facilitator, CCEI*
- 4:45 pm      Discussion of Next Steps  
*-Rose Kor, Executive Director of National Workforce Registry Alliance*

CONFERENCE 2017 TIMELINE

Day/Time	Function	Person to Lead
<p>Tuesday, Sept. 5 1:00 p.m.</p> <p>Jackson/Madison</p>	<p>Pre-Conference Session Invitation only, members only</p> <p><i>(Bio Note: Denise is a longtime Alliance member and was part of the work group which created the Partnership Eligibility Process)</i></p>	<p><b>Erin Clancy:</b></p> <ul style="list-style-type: none"> <li>• call to order and welcome everyone</li> <li>• Housekeeping (bathrooms, etc.)</li> <li>• Introduce Denise Mauzy</li> </ul> <p><b>Denise Mauzy: (afternoon lead)</b></p> <ul style="list-style-type: none"> <li>• Introduce the panel                             <ul style="list-style-type: none"> <li>○ Albert Wat</li> <li>○ Marica Cox Mitchell</li> <li>○ Kathy Thornburg</li> </ul> </li> </ul> <p><b>Rose Kor - next steps, closure</b></p>
<p>Wednesday, Sept. 6 8:00 a.m.</p> <p>Opening Plenary 2017 Data Set, more details to follow</p>	<p>The National Registry Workforce Data Set</p>	<p><b>Erin Clancy:</b></p> <ul style="list-style-type: none"> <li>• Welcome everyone to the conference</li> <li>• Housekeeping (bathrooms, lunch on your own, DC by Night (boarding at 6:30 from the lobby)</li> <li>• Introduce the Conference sponsors (see list)</li> <li>• Introduce plenary topic and then introduce Joellyn and Teri to present the new PER states with their awards</li> </ul> <p><b>Joellyn Whitehead/Teri Clark</b></p> <ul style="list-style-type: none"> <li>• Introduce Minnesota, as 2016 PER registry</li> <li>• Introduce NY, CO and AZ as 2017 PER registries</li> </ul> <p><b>Joellyn Whitehead</b></p> <ul style="list-style-type: none"> <li>• Introduce Dr. Wayne Mayfield to present the 2017 Data Set findings</li> </ul>
<p>Thursday Sept. 6 8:00 a.m.</p> <p>Opening Plenary</p>	<p>Voices in Leadership and Collaboration – Part 1</p> <p>Moderator: Phyllis Kalifeh, currently service as past president of the board of directors</p>	<p><b>Erin Clancy:</b></p> <ul style="list-style-type: none"> <li>• Welcome everyone to the conference</li> <li>• Housekeeping (bathrooms, lunch on your own; Networking reception this evening with Silent</li> </ul>



CONFERENCE 2017 TIMELINE

	<p><i>(Bio Note: Phyllis Kalifeh is the President &amp; CEO of the Children's Forum whose corporate offices are in Tallahassee with satellite offices in West Palm Beach and Miami. The Forum operates two regional registries in Miami and Palm Beach County and also administers other services supporting children, families, and the early childhood workforce to include Help Me Grow Florida, T.E.A.C.H. Early Childhood Scholarship Program, Child Care WAGES Florida project, Program Assessment Services in Palm Beach County, and Scholarship Administration and Training &amp; Technical Assistance through Quality Counts in Miami. The Forum also administers the Refugee Microenterprise Development Project in Miami to recruit and train eligible individuals to become family child care home providers. In addition to the services above, the Forum conducts research, evaluations, and advocates for the field of early childhood in Florida.)</i></p> <p>See Bios at end of document for NAEYC, Rhian Alvin NAFCC, Bill Hudson Head Start, Yasima Vinci</p>	<p>Auction, meeting the exhibitors and sponsors)</p> <ul style="list-style-type: none"> <li>● Introduce Phyllis</li> </ul> <p><b>Phyllis Kalifeh</b></p> <ul style="list-style-type: none"> <li>● Set the tone for the panel</li> <li>● Introduce panelists</li> <li>● Moderate panel</li> </ul>
<p>Thursday, Sept 7 11:15 a.m. General Session</p>	<p>Power to the Profession –The Latest Update</p> <p><b>(Bio Note:</b> Maria Taylor Maria Taylor is President/CEO of Childcare Education Institute, an organization that specializes in professional development and workforce management systems</p>	<p><b>Erin Clancy:</b></p> <ul style="list-style-type: none"> <li>● Welcome everyone to the session</li> <li>● Introduce Moderator for the Question and Answer portion (Maria Taylor)</li> <li>● Introduce Marica Cox Mitchell who will present.</li> </ul>

CONFERENCE 2017 TIMELINE

	<p>development for the early care and afterschool workforce. Maria has served on the Board of Directors at the National Workforce Registry Alliance in a number of roles and current serves as the Alliance representative to the Power to Profession Initiative.)</p> <p><b>(Bio Note:</b> Marica Cox Mitchell is responsible for NAEYC’s major program efforts in early childhood program and higher education accreditation. She is also leading the alignment among and between our Center for Applied Research, accreditation, and higher education with early childhood and higher education systems across the country. Mitchell has been in the early childhood education field for more than 16 years and has worked in both administrative and classroom settings. Before assuming her current role, she served as the Director of Higher Education Accreditation for NAEYC. Prior to this position, she led the Early Childhood Professional Development Unit at the District of Columbia Office of the State Superintendent of Education where she developed and monitored a wide range of professional development resources designed to increase the quality of early learning programs and advance cohorts of early childhood professionals.)</p>	
<p>Thursday, Sept 7 5:30 p.m. Grand Ballroom Reception</p>	<p>Networking Evening</p> <p>Need to be sure the sponsors are recognized at the outset of the evening.</p>	<p><b>Erin Clancy</b> (locate the microphone before beginning)</p> <ul style="list-style-type: none"> <li>• Welcome, invite to relax and enjoy</li> <li>• Introduce each of the sponsors and the exhibitor</li> </ul>



CONFERENCE 2017 TIMELINE

	<p>Peter Deakman  <b>(Bio Note:</b> Peter is Director of Information Management for The Registry, Inc (Wisconsin) - Achieve (Minnesota) – New World Now, LLC and has graciously developed a tradition as our Networking Event auctioneer)</p>	<ul style="list-style-type: none"> <li>• Introduce Peter Deakman who will be the actioner later in the evening.</li> </ul>
<p>Friday, Sept. 8          Opening Plenary Session</p>	<p>Opening Plenary: Workforce Development organizations, Zero to Three, Sarah LeMoine; CDA Council, Valora Washington; ChildCare Aware of America, Lynette Fraga</p>	<p><b>Erin Clancy</b></p> <ul style="list-style-type: none"> <li>• Welcome and thank you for attending the conference</li> <li>• Housekeeping</li> <li>• Introduce Phyllis Kalifeh the moderator</li> </ul> <p><b>Phyllis Kalifeh</b></p> <ul style="list-style-type: none"> <li>• Set the tone for the panel</li> <li>• Introduce panelist</li> <li>• Moderate panel</li> </ul>

## Sponsor List

Agency	Registered at the Conference
<p><b>New World Now</b>                      (Recognize as our lead sponsor for 2017)  <i>New World Now delivers consulting and software development services</i></p>	<p>Dale Voss                      Pete Damico                      Tabitha Isner                      Jill Soto</p>
<p><b>CCEI</b>  <i>ChildCare Education Institute (CCEI) specializes in providing online training and certificates, child care registry development, and administrative solutions for the early care and education industry.</i></p>	<p>Maria Taylor                      Micca Burris</p>
<p><b>Child Care Aware of America</b>  <i>Child Care Aware® of America works with more than 400 state and local Child Care Resource and Referral agencies nationwide. Child Care Aware® of America’s vision is that every family in the United States has access to a high quality, affordable child care system.</i></p>	<p>Jennifer Bump                      Jennifer Park                      Terra Bonds Clark                      Chrisi West                      Robert Weed</p>
<p><b>ZERO TO THREE</b>  <i>Their mission is to ensure that all babies and toddlers have a strong start in life. At ZERO TO THREE, we envision a society that has the knowledge and will to support all infants and toddlers in reaching their full potential.</i></p>	<p>Sarah LeMoine                      Katrina Colburn                      Alyson Dean                      Jodi Whiteman</p>
<p><b>ProSolutions</b>  <i>ProSolutions Training is the professional development division of Care Solutions, Inc., a management consulting firm. They are an Accredited CEU Provider, IACET - International Association for Continuing Education and Training, McLean, VA.</i></p>	<p>Carla Rogg                      Debbie Johnston</p>
<p><b>TCC Solutions</b>  <i>Founded in 1996, TCC is committed to designing and delivering high-value, cost-effective IT consulting services and application technology</i></p>	<p>Michelle Thomas                      Michelle Spence</p>

<p><i>solutions for both the private and public sectors.</i></p>	
<p><b>Early Childhood Investigations</b>  <i>Early Childhood Investigations is all about connecting the early childhood workforce through free conference-quality webinars and a robust online directory for consultants who provide services to the industry. Founded in 2010, and produced by Engagement Strategies, Early Childhood Investigations Webinars offers free conference-quality webinars presented by some of the most prestigious International experts in early education.</i></p>	<p>Fran Simon</p>
<p><b>Vector Solutions (SimplyDigi)</b>  <i>SimplyDigi provides a wide variety of products and solutions that are easy to use, fully customizable, and fully integrated into one powerful website interface. In May of 2017, SimplyDigi was acquired by Vector Solutions. Education happens in many ways today. It happens in classrooms and seminars or online using a learning management system. It can happen in web conferences, mobile, social platforms or gatherings, videos or television.</i></p>	<p>Bruce Stabile John Abner</p>
<p><b>Better Kid Care</b>  <i>Better Kid Care's on Demand Distance Education system provides professional development online anytime you are ready to learn! Get started using On Demand with a video tutorial, review the lesson listing, and read frequently asked questions.</i></p>	<p>Claudia Mincemoyer</p>
<p><b>Smart Horizons</b>  <i>Smart Horizons is an online training developer and provider providing a wide range of training services, including content development and hosting, customized training programs, learning management services, student enrollment and support, and record keeping.</i></p>	<p>Gabriel Smith</p>

## Tuesday, Pre-Conference Invitation workshop

### Kathy Thornburg

Kathy directs the Institute for Professional Development at the University of Missouri and works at AEM Corporation. She has served on state and national boards and commissions, including as President of the NAEYC from 2000-2002. She is currently serving on the National Buffett Early Childhood Institute Board. She has published over 100 research articles, book chapters, and books, including a book on Early Head Start families, *Keepin' On: The Everyday Struggles of Young Families in Poverty*.

### Albert Wat

Albert is a part of the Leadership Team, leading a portfolio of state and national Alliance partnerships and investments focused on pre-K and the education continuum birth through grade three. Albert is responsible for leading the learning policy strategy.

Albert was a Senior Policy Analyst in the Education Division of the National Governors Association Center for Best Practices, where he worked on early childhood education issues from birth through third grade. Before this Albert was the Research Manager at Pre-K Now, an advocacy campaign at the Pew Center on the States, where he authored a number of policy reports, managed research activities for the initiative, and provided staff and states analysis and information about the latest Pre-K and early education research and policy developments.

Albert brings extensive experience in state policies on literacy and social-emotional development, pre-K access and quality, learning standards, assessments, data systems, and alignment between early learning policies and practices and education reform initiatives, especially in the early elementary years.

In 2014, Albert served on the committee of the Institute of Medicine's study on *The Science of Children Birth to Age 8: Deepening and Broadening the Foundation for Success*, which released the report, *Transforming the Workforce for Children Birth Through Age 8: A Unifying Foundation*. He is working to support the implementation of the report's recommendations by sharing its findings and their policy implications with early education organizations and states around the country.

Albert has a Bachelor's degree in Psychology, a Master's degree in Education from Stanford University, and a Master's in Education Policy from George Washington University.

### Marica Cox Mitchell

Marica Cox Mitchell is responsible for NAEYC's major program efforts in early childhood program and higher education accreditation. She is also leading the alignment among and between our Center for Applied Research, accreditation, and higher education with early childhood and higher education systems across the country. Mitchell has been in the early childhood education field for more than 16 years and has worked in both administrative and

classroom settings. Before assuming her current role, she served as the Director of Higher Education Accreditation for NAEYC. Prior to this position, she led the Early Childhood Professional Development Unit at the District of Columbia Office of the State Superintendent of Education where she developed and monitored a wide range of professional development resources designed to increase the quality of early learning programs and advance cohorts of early childhood professionals.)

*Group Facilitators will be Denise Mauzy, Maria Taylor, Jill Soto and Micca Burris*

### **Wednesday, Plenary – National Workforce Registry Alliance Data Set**

#### Dr. Wayne Mayfield:

Wayne Mayfield, Ph.D., is a research associate with the Office of Social and Economic Data Analysis at the University of Missouri, a counseling psychologist and a strong advocate for using sound data to inform early childhood and school-age policy. He has worked as a primary data analyst for a variety of early childhood and school-age research and evaluation projects. For the last 12 years, he has assisted the National Workforce Registry Alliance with their efforts to aggregate data across registries.

### **Thursday, Plenary – Voice in Leadership and Collaboration – Part 1**

#### Rhian Allvin

Rhian Evans Allvin serves as Chief Executive Officer of NAEYC. She is responsible for guiding the strategic direction of the organization as well as overseeing the daily operations. With more than 70,000 members and 300 Affiliate components across the United States, NAEYC serves as the leading voice on behalf of young children and early childhood educators. Through its publications, accreditation of programs for young children, accreditation of Associate Degree and higher education programs, public policy, conferences, and research, NAEYC strives to meet the ideal that all young children have access to high-quality early learning experiences and that early childhood educators be able to attain the higher education and professional development that inspire high standards and innovation in every early education setting and classroom.

Before joining NAEYC, Evans Allvin was a guiding force in Arizona's early childhood movement for more than 15 years. In 2006, she co-wrote the citizen's ballot initiative that created First Things First (FTF) which set aside Arizona's tobacco tax monies for children birth to five and created a state agency whose purpose is to ensure all Arizona children start kindergarten prepared to be successful in school and in life. Then-governor Janet Napolitano appointed her to FTF's state board, where she served for four years before resigning to become

the organization's chief executive officer (CEO). As CEO Evans Allvin represented FTF with state and national constituents and led its coordination with policy makers, state department heads, providers, and community stakeholders. She oversaw FTF's daily operations, including the distribution of \$130 million in annual tobacco revenue.

### Yasmina Vinci

Experience: Executive Director at National Head Start Association April 2009 - Present Leadership of a membership organization representing one million children, 200,000 staff and 2,600 Head Start programs in the US. Project Coordinator, Voices of Hope August 2006 - April 2009 (2 years 9 months) Connecting grassroots programs serving young children who are affected by HIV/AIDS, in order to achieve systemic change.

Education: Harvard Kennedy School MA, Public Administration, 2003 - 2004 Activities and Societies: the Littauer Fellow Grinnell College University of Michigan MA, Anthropology Activities, and Societies: Rackham Fellow

### Bill Hudson

Experience: Chief Executive Officer at The National Association for Family Child Care (NAFCC) May 2016 - Present NAFCC is the only national membership organization dedicated to promoting quality child care by strengthening the profession of family child care. Administrator at Library System of Lancaster County November 2010 - January 2015 (4 years 3 months) Manager, IT/Deputy Administrator at Library System of Lancaster County 2006 - 2010 (5 years) Manager, IT at Library System of Lancaster County 2000 - 2006 (7 years) Technology Coordinator September 1995 - December 1999 (4 years 4 months) Director September 1993 - September 1995 (2 years 1 month)

Education: The Catholic University of America Library and Information Science University of North Carolina at Chapel Hill Bachelor's Degree, Experimental Psychology, 1980 - 1982 University of Mount Olive Associate's Degree, 1978 - 1980

## **Thursday: General Session: Power 2 the Profession – All Latest Details**

### Marica Cox Mitchell

Marica Cox Mitchell is responsible for NAEYC's major program efforts in early childhood program and higher education accreditation. She is also leading the alignment among and between our Center for Applied Research, accreditation, and higher education with early childhood and higher education systems across the country. Mitchell has been in the early childhood education field for more than 16 years and has worked in both administrative and classroom settings. Before assuming her current role, she served as the Director of Higher Education Accreditation for NAEYC. Prior to this position, she led the Early Childhood Professional Development Unit at the District of Columbia Office of the State Superintendent of Education where she developed and monitored a wide range of professional development resources designed to increase the quality of early learning programs and advance cohorts of early childhood professionals.)

**Q&A Facilitator** will be Maria Taylor the National Workforce Registry Alliance representative to Power 2 the Profession.

## **Friday, Plenary – Voice in Leadership and Collaboration – Part II**

### Lynette Fraga

Has been executive director of Child Care Aware of America since 2012

### Sarah LeMoine

Sarah LeMoine co-directs the newly merged Professional Development and Workforce Innovations department at ZERO TO THREE. Ms. LeMoine has focused her career on early childhood professional development systems and workforce issues. She holds an MS in leadership and policy with experience of over 25 years ranging from direct service work to national-level research and writing, technical assistance (TA) and training, policy analysis, and advocacy. Previously, she directed ACF's PDW Center at ZERO TO THREE, and the NAEYC's State Workforce Systems Policy; and held leadership and technical assistance positions with the National Child Care Information Center (NCCIC) and the Wheelock College Center for Career Development. Ms. LeMoine has authored/co-developed numerous professional development systems publications and tools, including ZERO TO THREE Critical Competencies for Infant-Toddler Educators™; Office of Child Care/Office of Head Start's PD system cost analysis tool and the Strengthening the Workforce toolkit focused on workplace conditions, compensation, and access to PD; chapters in Teachers College Press edited volumes on workforce and PD; NAEYC/NACCRRA's Training and TA Glossary; NAEYC's Policy Blueprint for State PD systems; NCCIC's simplified PD systems model; and the first national TA paper on cross-sector PD systems.

### Valora Washington

Dr. Valora Washington is the CEO of the Council for Professional Recognition, the nation's largest credentialing organization for early educators.

Throughout her career Dr. Washington has co-created several institutions, such as Michigan's Children, the Early Childhood Funders Collaborative, and The CAYL Institute. She has chaired and served on numerous boards and commissions such as the Massachusetts Governor's School Readiness Commission; Voices for America's Children; NAEYC; and the National Head Start Association. Committed to action research and policy change, she has over 50 publications. Among many honors, she holds honorary degrees from Bennett College and Meadville Lombard Theological School. Awards received are from groups including the Barr Foundation, Urban College, Boston AEYC; NAEYC Black Caucus; Cambridge Resource and Referral Agency; Center for Adoption Research, University of Massachusetts; National Association of Black Social Workers, United Way of Massachusetts Bay, and Working Mother magazine. She was educated at Indiana and Michigan State Universities.



\*\*\* ATTACH ORIGINAL TO TRAVEL EXPENSE REPORT

<b>Children's Forum, Inc.</b> Travel Authorization Request (TAR)													Employee: <b>Phyllis Kalifeh</b>					Purpose/Benefit of Trip: <b>Registry / T.E.A.C.H.</b>				DATE: <b>8/15/2017</b>																				
Destination: <b>Alexandria, Washington, DC</b>			Dates of Travel: 1-31			Departure: <b>9/2/2017</b>			Return: <b>9/9/2017</b>			Funds Charged/ Percentage: <b>try / T.E.A. 100 %</b>			Others on Trip: _____																											
ESTIMATED COST																																										
HOTEL																																										
OTHER																																										
ESTIMATED EXPENDITURES																																										
HOTEL		PER DIEM	OTHER	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31								
\$975.00		\$254	\$100.00				X		X	X	X	X																														

Mode of Transportation	Departure Time	Return Time	OR	Airline	Departure Flight	Time	Return Flight	Time	Est. Cost
				Delta	1099	7:45 AM	2731	6:40 PM	\$ 453.60
Total Estimated Costs									\$1,782.60

CONFERENCE OR CONVENTION TRAVEL: EXPLANATION OF BENEFITS ACCRUING TO THE CHILDREN'S FORUM

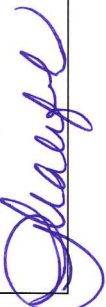
Note: Conference begins on Tuesday and I am a presenter so would need to travel on Monday (Labor Day) for the event. However, I am traveling on Saturday, 9/2 at my expense for hotel and per diem for 9/2 and 9/3. The Forum has played an important role in the development of Registry standards and best practices. Our participation continues to be valuable in order to stay abreast of current policies and best practices to ensure that the Forum's systems comply and exceed industry standards.

HEREBY CERTIFY THAT TRAVEL AS SHOWN ABOVE IS TO BE INCURRED IN CONNECTION WITH OFFICIAL BUSINESS OF THE CHILDREN'S FORUM  
EMPLOYEE SIGNATURE: \_\_\_\_\_ APPROVED BY SUPERVISOR: \_\_\_\_\_

DATE: **8-15-17**

FISCAL APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_



**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**

09-EN-21432

**Vendor Information Shipping Information**

**Tallahassee State Bank**  
 PO Box 23061  
 Columbus, GA 31902  
 Phone - / Fax -

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

Date	Require Date	Prepared By	Workflow	Status	Description
09/20/2017	10/20/2017	Shelley Shafer	Accounting	Documents Transferred to Abila	Registration for P. Kalifeh NWLC Advocates mtg 1/9-1/11/18

Registration for P. Kalifeh NWLC Advocates mtg 1/9-1/11/18

Qty	Unit Type	Qty	Received Rec'd Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		18200 004 01 01 01 100 NA 100	N/A	Registration for P. Kalifeh NWLC Advocates mtg 1/9-1/11/18	478.00	0.000	478.00

APPROVED

**Approval Information**

Shelley Shafer Accounting 10/10/2017 3:23 PM  
 Kerri Cloud Dir of Finance 10/10/2017 2:44 PM  
 Shelley Shafer Requester 10/10/2017 10:07 AM

**TOTAL \$478.00**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



21432

## Children's Forum 2807 Remington Green Circle Tallahassee, FL 32308

### Purchase Order

Purchase Order Information				Vendor Information			
	9/20/17			Vendor ID	4300	For fiscal Use	
Purchase Description	NWLC Advocates Meeting			Vendor Name	TSB Visa -- NWLC <i>Kalifeh</i>		
Purchase/Service Date	1/9/18	To	1/11/18	Street Address			
Requestor's Name/Dept	Phyllis Kalifeh			City	State	Zip	
Supervisor Approval	<i>Phyllis Kalifeh</i>			Phone	Fax		
				Reservation#			
				Terms (Due)			

Purchase Information		
Distribution Code	Item Description	Amount
Registration Forum	Registration	\$ 478.00
2006		
<b>Total</b>		<b>\$ 478.00</b>

Expense Coding Info	
GL Code	18200 - 50000
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal Dept.	Kcloud 10/10/17
CEO(+ \$1,000)	

## Phyllis Kalifeh

---

**From:** The National Women's Law Center <action@nwlc.org>  
**Sent:** Wednesday, September 20, 2017 4:21 PM  
**To:** Phyllis Kalifeh  
**Subject:** Your Registration Is Confirmed

*NWLC's 2018 Child Care and Early Learning Advocates Meeting: Moving Forward Together!*



Dear Phyllis,

Thank you for registering for the 2018 Child Care and Early Learning Advocates Meeting: Moving Forward Together. We look forward to seeing you January 9-11, 2018 at the Mt. Washington Conference Center, 5801 Smith Ave, Baltimore MD 21209. The retreat will begin at 4:00 pm on Tuesday, January 9, and will conclude at 12:00 pm on Thursday, January 11.

Your registration information:

<b>Level</b>	<b>Quantity</b>	<b>Price Each</b>
Complete Meeting Package - Single Room	1	\$478.00
	Subtotal	\$478.00

Additional contribution: Additional contribution was not made

Registration Level Options & Details:

- Complete Meeting Package - Single Room (Includes all day sessions and 2 nights in single occupancy room. \$239.00 per person/per night x 2 nights = \$478.00.)
- Complete Meeting Package - Double Room (Includes all day sessions and

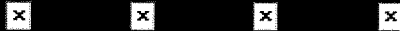
2 nights in a double occupancy room. \$180.50 per person/per night x 2 nights = \$361.00.)

- Day Meeting Package with Dinner (Includes all day sessions and dinners on Tuesday and Wednesday. \$114.00 per person/per day x 2 full days = \$228.00.)
- Day Meeting Package without Dinner (Includes all day sessions. Does not include dinner. \$89.00 per person/per day x 2 full days = \$178.00.)

If you have any questions about conference logistics, please contact Faith Powell at [fpowell@nwlc.org](mailto:fpowell@nwlc.org).

Thank you again for registering. We look forward to seeing you in January!

**DONATE**



Please forward this email to your friends and co-workers and encourage them to [sign up to receive NWLC emails in their own inboxes.](#)

[Privacy Policy](#) |





Payee Phyllis Kalifeh  
Vendor ID 1008

Account #:

18194  
10/5/2017

Invoice	Description	Discount	Amount
09-EN-21370	Mileage reimbursement P. Kalifeh day trip to Apalachicol...	\$0.00	\$52.16

Electronic Payment Notification

Total :

\$0.00

\$52.16

Electronic Payment Notification

Phyllis Kalifeh  
5419 Pimlico Drive  
Tallahassee, FL 32309

# VOID

Payee Phyllis Kalifeh  
Vendor ID 1008

Account #:

18194  
10/5/2017

Invoice	Description	Discount	Amount
09-EN-21370	Mileage reimbursement P. Kalifeh day trip to Apalachicol...	\$0.00	\$52.16

Electronic Payment Notification

Total :

\$0.00

\$52.16



**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**

**09-EN-21370**

**Vendor Information Shipping Information**

<b>Phyllis Kalifeh</b> 5419 Pimlico Drive Tallahassee, Fl 32309 Phone - / Fax -	2807 Remington Green Circle Tallahassee, FL 32308 (850) 681-7002 Ext Shelley Shafer
--	--

Date	Require Date	Prepared By	Workflow	Status	Description
09/27/2017	10/14/2017	Shelley Shafer	Accounting	Documents Transferred to Abila	Mileage reimbursement P. Kalifeh day trip to Apalachicola mtg with ECE Task Force

**Mileage reimbursement P. Kalifeh day trip to Apalachicola**

Unit Qty	Type	Received Qty	Account Rec'd Date	Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		53000 004 01 01 01 100 NA 100	N/A	Mileage reimbursement P. Kalifeh day trip to Apalachicola	52.16	0.000	52.16

APPROVED

**Approval Information**

Shelley Shafer	Accounting	10/04/2017 1:49 PM
Kate Nunez	Contracts Mgr	10/04/2017 11:51 AM
Shelley Shafer	Requester	10/04/2017 9:48 AM

**TOTAL \$52.16**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



21370

### Children's Forum

2807 Remington Green Circle  
Tallahassee, FL 32308

#### Purchase Order

Purchase Order Information		Vendor Information	
Acct. No. (if applicable)		Vendor ID	1008 <span style="float: right;">For fiscal Use</span>
Purchase Description	Phyllis Kalifeh	Vendor Name	P. Kalifeh <span style="float: right;">TSB Visa</span>
Purchase/Service Date	9/27/17 To 9/27/17	Street Address	
Requestor's Name/Dept	Phyllis Kalifeh	City	
Department Approval	<i>[Signature]</i>	Phone	
		Invoice #	7/1/2040
		Terms (Due)	Pay by Invoice

Purchase Information		
Distribution Code	Item Description	Amount
Forum/2006	Mileage to Apalachicola and Return for Meeting of the ECE Task Force	
	168.2 <del>168</del> miles roundtrip	\$ 74.85 <del>79.80</del>
	Rent-V-Drive	(22.69)
<b>Total</b>		<b>\$ 52.16 <del>79.80</del></b>

Expense Coding Info	
GL Code	
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal Dept.	10/4/17 <i>[Signature]</i>
CEO(+\$1,000)	

# YOUR TRIP TO:

192 14th St, Apalachicola, FL, 32320-2150



**1 HR 54 MIN | 84.1 MI**

**Est. fuel cost: \$6.20**

Trip time based on traffic conditions as of 12:14 PM on September 28, 2017. Current Traffic: Light

1. Start out going **northwest** on Remington Green Cir toward Remington Green Cir N.  
..... Then 0.00 miles ..... **0.00 total miles**
2. Take the 1st **right** onto Remington Green Cir N.  
*Children's Forum Inc is on the left.*  
*If you reach Remington Green Ln you've gone a little too far.*  
..... Then 0.04 miles ..... **0.05 total miles**
3. Turn **right** onto Capital Cir NE/US-319 S/FL-261. Continue to follow Capital Cir NE/US-319 S.  
..... Then 11.66 miles ..... **11.71 total miles**
4. Turn **left** onto Crawfordville Rd/US-319 S/FL-369/FL-61. Continue to follow US-319 S/FL-369.  
*US-319 S is 0.6 miles past Sheller Rd.*  
*If you reach Orchid Dr you've gone a little too far.*  
..... Then 20.22 miles ..... **31.93 total miles**
5. Turn **slight right** onto Coastal Hwy/US-98 W/US-319 S/FL-30.  
*Coastal Hwy is 0.3 miles past Friendship Church Rd.*  
..... Then 1.52 miles ..... **33.45 total miles**
6. Turn **slight right** onto Sopchoppy Hwy/US-319 S/FL-377. Continue to follow US-319 S.  
*US-319 S is 0.1 miles past Lynzi Ln.*  
..... Then 49.64 miles ..... **83.09 total miles**
7. Turn **left** onto Avenue E E/US-98 W/US-319 S/FL-30.  
*Avenue E E is just past Avenue D.*  
*If you are on Market St and reach Avenue F you've gone a little too far.*  
..... Then 0.54 miles ..... **83.63 total miles**
8. Turn **right** onto 12th St/FL-384.  
*12th St is just past 11th St.*  
*If you reach 13th St you've gone a little too far.*  
..... Then 0.37 miles ..... **84.00 total miles**
9. Turn **left** onto Martin Luther King Jr Ave.  
*Martin Luther King Jr Ave is just past Avenue I.*  
*If you reach Avenue K you've gone a little too far.*  
..... Then 0.12 miles ..... **84.11 total miles**
10. Turn **right** onto 14th St.  
..... Then 0.03 miles ..... **84.14 total miles**
11. 192 14th St, Apalachicola, FL 32320-2150, 192 14TH ST is on the left.  
*If you reach Avenue K you've gone a little too far.*

Use of directions and maps is subject to our [Terms of Use](#). We don't guarantee accuracy, route conditions or usability. You assume all risk of use.



## Phyllis Kalifeh

---

**From:** Michaelin Reamy Watts <naturalcolordesign@sbcglobal.net>  
**Sent:** Monday, September 25, 2017 10:43 AM  
**To:** tim.center@cacaainc.org; Martha Harris; janicef@eekids.org  
**Cc:** Creighton Brown; Mayor Van Johnson; Phyllis Kalifeh; dhwatts1960@gmail.com; Michaelin and Dave Watts; robert.bialas@acf.hhs.gov; Bruce Chandler; mariewib67@gmail.com  
**Subject:** Information for our meeting on Wednesday, Sept. 27th

Dear Martha, Janice, and Tim,

Our meeting is fast approaching . It will be marvelous to bring you all together as leaders of your respective programs ....along with Mayor Johnson, Phyllis Kalifeh, Creighton Brown, Dave and myself.....at the table at the Owl Cafe at 12:30 PM...., to explore our respective roles and responsibilities in creating the Franklin County Early Learning Center.’ In an earlier email I had asked if you were able to meet before lunch at 11:15 AM to walk through the complex wing to facilitate our discussion. Phyllis has indicated that she will be present. Please let me know if you can join us.

Last week I met with Mayor Johnson and Lee Mathes (City Administrator) to clarify some relevant issues including the fee for use of each classroom. You may know that the Johnson Complex is a community center housing not-for-profit organizations.

The fee for each classroom is based on the principle of “shared expenses”, ie.,utilities.

This year the fee is \$340 per classroom per quarter or \$1320 per year. It is likely to be increased some for next year.

There is no rent.

The preparation, furnishing and outfitting, cleaning and maintenance of the classrooms rests with the respective organization.

For example when Bring Me A Book Franklin came to the Complex our classroom required stripping and waxing the vinyl tile floor, replacing several ceiling tiles and fluorescent bulbs, cleaning and painting walls, replacing cork and white boards and adding a wall AC Heat Pump. We hired workers and paid directly for these expenses. We did not have any requirements for plumbing and we use the hall rest rooms.

Several years later we had to replace the original AC Heat Pump and we contract with a cleaning person.

In our meeting we discussed the possibility of the city adding an outside maintenance fee for such expenses as roof repair.

The rooms that your organizations will be using have either been used as an office or more likely as a storage room, having originally been high school classrooms.

Some rooms can use AC Heat Pumps. Creighton is exploring the most viable way to air condition and heat the more interior rooms.

We have a cadre of volunteers willing to help.

Hoping this information will be helpful and looking forward to our gathering with combined energy and creativity.

Michaelin Watts

Chair,

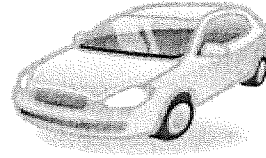
Franklin County Early Learning Task Force

Sent from my iPhone

## Rent Vehicle vs. Drive your Own Vehicle

### *Input data into Column E:*

Daily Rental Cost	\$	35.00
# Days Rental		1
Average MPG of Rental		25
Average Price/Gal of Gas	\$	2.55
# Miles to Drive (Round Trip)		168.2
Mileage Reimb Rate		0.445



### *Calculation Performed Automatically:*

	<u>Rental Car</u>	<u>Personal Car</u>
Rental Car Cost	\$ 35.00	
Est. Gas Cost for Rental	\$ 17.16	
Mileage Reimbursement		\$ 74.85
Total Cost	<u>\$ 52.16</u>	<u>\$ 74.85</u>
Difference		\$ (22.69)

**Answer:**

**Rent a Car**

**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

*Kal:feh*

**PURCHASE ORDER**  
**09-EN-21536**

**Vendor Information Shipping Information**

<b>Tallahassee State Bank</b> PO Box 23061 Columbus, GA 31902 Phone - / Fax -	2807 Remington Green Circle Tallahassee, FL 32308 (850) 681-7002 Ext Shelley Shafer
--	--

Date	Require Date	Prepared By	Workflow	Status	Description
10/05/2017	11/17/2017	Shelley Shafer	Accounting	Documents Transferred to Abila	Meeting supplies

**Meeting supplies**

Unit Qty	Type	Received Qty	Account Rec'd Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1	EA	0		57300 004 01 01 01 100 NA 100	N/A	Meeting supplies	25.78	0.000	25.78

Approved

**Approval Information**

Shelley Shafer	Accounting	11/09/2017 8:08 AM
Kerri Cloud	Dir of Finance	11/07/2017 5:03 PM
Shelley Shafer	Requester	11/07/2017 11:15 AM

**TOTAL \$25.78**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

The Purchase Order # number must appear on billing invoices and packages and billing of the purchase must be submitted to the address shown above.

Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx







Welcome to Dunkin' Donuts & Baskin-Robbi  
Store #349673  
3440 Thomsasville Road, Tallahassee 3230  
Phone: 850-558-5995  
Manager: Erica Bradley

10/5/2017 8:48:37 AM

# Eat In

## Order: 407

Register:2 Tran Seq No: 1536407  
Cashier:Erica B.

\*\*\*\*\*SALE\*\*\*\*\*

1 Bx Joe Orig Blnd	15.99
1 50 Munchkins	7.99

Sub. Total:	\$23.98
Tax:	\$1.80
Total:	\$25.78
Discount Total:	\$0.00

Change	\$0.00
Visa:	\$25.78

Visa  
Card Num : XXXXXXXXXXXX4368  
Terminal : 0001  
Approval : 091406

I agree to pay the above Total Amount  
according to Card Issuer Agreement.

Signature: \_\_\_\_\_

\*\*\*\*\*  
Tell us about today's visit at  
[www.telldunkinbaskin.com](http://www.telldunkinbaskin.com) within 3 days

**RECEIVE A FREE CLASSIC DONUT**  
on your next visit when you  
purchase a Medium or Larger Beverage  
Survey Code: 40701-49673-0810-0578

Enter Validation Code: \_\_\_\_\_

Restrictions:

**Childrens Forum Inc.**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

**PURCHASE ORDER**

09-EN-21537

**Vendor Information**

**Tallahassee State Bank**  
 PO Box 23061  
 Columbus, GA 31902  
 Phone - / Fax -

**Shipping Information**

2807 Remington Green Circle  
 Tallahassee, FL 32308  
 (850) 681-7002 Ext  
 Shelley Shafer

Date	Require Date	Prepared By	Workflow	Status	Description
10/13/2017	11/17/2017	Shelley Shafer	Accounting	Documents Transferred to Abila	Registration P. Kalifeh

**Registration P. Kalifeh**

Unit Qty	Qty Type	Received Rec'd Date	Account Information	Item Number	Item Description	Unit Price	Tax %	Total
1 EA	0		57550 004 01 01 01 100 NA 100	N/A	Registration P. Kalifeh	75.00	0.000	75.00

Approved

**Approval Information**

Shelley Shafer    Accounting    11/09/2017 8:08 AM  
 Kerri Cloud    Dir of Finance    11/07/2017 5:04 PM  
 Shelley Shafer    Requester    11/07/2017 11:17 AM

**TOTAL    \$75.00**

This Purchase Order Authorizes the purchase of the items or services in the quantities and the amounts specified above by the purchaser identified above on the presentation of proper identification at time of purchase.

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Organization Name is exempt from payment of Sate sales tax under Exemption # xxxxxxxxxxxxxx



**Children's Forum**  
**2807 Remington Green Circle**  
**Tallahassee, FL 32308**

**Purchase Order**

Purchase Order Information				Vendor Information		
Acct. No. (if applicable)				Vendor ID		For fiscal Use
Purchase Description	Florida Lobbyist Registration			Vendor Name	TSB Visa Kalifeh	
Purchase/Service Date	10/13/17	To	12/31/17	Street Address		
Requestor's Name/Dept	Phyllis Kalifeh			City		
Department Approval	<i>Phyllis Kalifeh</i>			Phone		
				Invoice #	7/1/2040	
				Terms (Due)	Pay by Invoice	

Purchase Information		
Distribution Code	Item Description	Amount
Forum	Lobbyist Registration	75.00

**Total**    \$    75.00

Expense Coding Info	
GL Code	57350
Fund	
Audit	
FAS	
Function	
Program	
Activity	
Department	

Approvals	
Fiscal Dept.	<u>R. Cloud 11/7/17</u>
CEO(+\$1,000)	_____

# Invoice

Invoice # 42102992  
 Invoice Date 10/13/2017  
 Status Paid

Florida Lobbyist Registration  
 111 W. Madison St Room G68  
 Tallahassee, FL 32399  
 (850) 922-4990

TO  
 Phyllis Kalifeh  
 2807 Remington Green Cir  
 Tallahassee, FL 32308-3752

Credit Card Payment Details  
 Name: Phyllis Kalifeh  
 Card Type: Visa  
 Card Number: #####4368  
 Total Amount: \$75.00

Description	Branch	Amount
Annual Legislative Fee	Legislative	\$30.00
Children's Forum, Inc, The (224713)	Legislative (House, Senate)	\$20.00
Children's Forum, Inc, The (224712)	Executive	\$25.00
	Total Amount	\$75.00

Please be advised that Executive Branch lobbyist registration(s) do not become effective until all of the required information, including information required to be provided under oath, and the principal authorization(s) have been received by the Lobbyist Registration Office, and the fee has been paid.

**NOTE:** Renewals do not require a notarized oath.