



Indiana Youth Institute
Professional Development Grant ATTENDANCE FORM

For IRS purposes, the Indiana Youth Institute must maintain verification of attendance for all Professional Development Grant recipients. This form must be filled out completely and returned within **two weeks** after the conclusion of the conference.

At the conclusion of the conference, training, or course, please have this form signed by a representative of the organization that hosted the event you attended. In lieu of a signature, the form may be accompanied by an official certificate of attendance.

Attendee Information

Name _____
Organization _____
Phone _____ Email _____
Conference Attended _____ Date(s) _____

Attendance Verification

To be signed by a staff member of the conference, training, or course.

By signing below, I verify that the individual named above attended the event identified above.

Printed Name _____
Title _____
Organization _____
Phone _____
Signature _____ Date _____

Direct questions and return this form to:

The Indiana Youth Institute
Attn: Professional Development Grant Program
603 East Washington Street, Suite 800
Indianapolis, IN 46204

Phone: 317-396-2700
Toll-free: 1-800-343-7060
Fax: 317-396-2701
Email: pdg@iyi.org