

# ATTENTION TOTEM MEMBERS!!



**TOTEM PSRP'S...  
WE ENCOURAGE, INSPIRE AND EMPOWER!**

## **2026 TOTEM Spring Conference**

**Monday, March 9 & Tuesday, March 10, 2026**

**8 am to 5 pm @ UAA Rasmuson Hall (& ASD Education Center)**



### **Message from the TOTEM Board**

You may notice several big changes to this year's TOTEM Spring Conference. These decisions were made to help ensure the conference remains sustainable and successful for years to come. The adjustments are designed to manage costs while preserving the quality and value you've come to expect. We encourage you to review the updates carefully so you can take full advantage of the opportunities available this year.

TOTEM is pleased to present the registration packet for the 2026 TOTEM Spring Conference. This year's conference will be held once again at UAA Campus, Rasmuson Hall and the ASD Education Center.

All employees (including less than 8 hour) will be paid for all the hours they attend the conference.

**NEW THIS YEAR!** Classes will be held at the UAA Rasmuson Hall and the ASD Education Center. Classes will be 4-hour or 8-hour, with just a few exceptions. Please read the class descriptions carefully.

**REGISTRATION:** Registration will begin on Friday, February 13 at 5pm. Space is limited and classes will be filled on a first come, first serve basis. If your circumstances change and you cannot come to the conference, please log in and drop your classes so another member will have the opportunity to take the class.

**ASL INTERPRETER REQUESTS:** If you are in need of an interpreter for the Spring Conference, please email your request (after enrolling on MLP), with a list of desired classes, to [asl\\_request@asdk12.org](mailto:asl_request@asdk12.org) or call Hillarie Gosset (907)742-3991. Requests must be submitted by Friday, February 20, at 4pm. If you miss the deadline and still wish to attend the conference, you will have to choose between classes that have already been assigned an interpreter.

**CONFERENCE CHECK IN:** For classes held at UAA, check in at the Rasmuson Hall lobby, not at Cuddy Hall - we will be offering coffee and tea in the mornings. Lunch is not offered, please pack your lunch or find options near your location to eat. There are various water filling stations for use. ASD Education Center classes will report there.

### **IMPORTANT MEMBERSHIP INFORMATION FOR THE 2026 TOTEM SPRING CONFERENCE**

The TOTEM Spring Conference is funded entirely by union dues and attendance is a benefit of being a member. If you are not a member of TOTEM, you may attend the conference for \$75 a day or \$125 for both days on a space available basis. (You will find the registration form at the back of this packet.) Due to limited capacity, **we will be auditing classes and dropping nonmembers from classes to make room for members.** Nonmembers who wish to attend may contact the TOTEM Office on March 2, after the registration period has ended to see if there is still space available.

Membership with TOTEM provides many benefits including the ability to apply for scholarships, participate in the PSP, attend Spring Conference, take free first aid classes, and vote for a contract and officers. If you are not currently a member of TOTEM and wish to be one, you may call the TOTEM office to ask for a form. *Please note that new members are subject to a maintenance of membership term and must remain a member for 3 dues paying months before they can choose to revoke their membership.*

## More Important Conference Information

### **MLP Registration Deadline - Friday, February 27!!!**

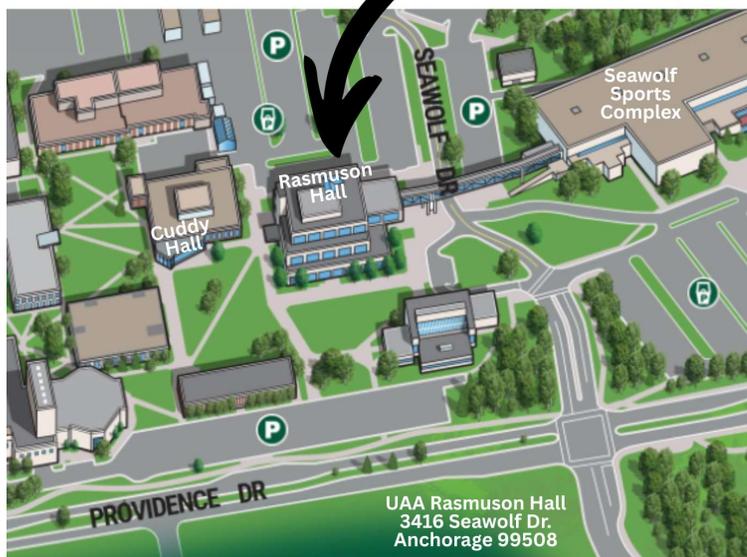
Here is a quick reference on how to log on to MLP:

- Login to Frontline via the ASD Login Portal at <https://login.asdk12.org> > Frontline Education app. Do not login directly through the Frontline website. If you don't know the username or password for your MLP account, contact PL at (907)742-3846 or [mlphelp@asdk12.org](mailto:mlphelp@asdk12.org)
- Click on the Activity Catalogs > Catalogs, in the left column.
- Under Events dropdown, select TOTEM Spring Conference 2026
- All classes will be listed here on 5 pm, Friday, February 13, and until 8 pm, Friday, February 27.

**Registration on MLP is required and open to TOTEM employees only.**

**Where to go at UAA on  
March 9 & 10**

**REGISTER HERE**



**PARKING:** Enjoy FREE and convenient on-campus parking at UAA during spring break.

**VOLUNTEERS ARE ALWAYS WELCOME:** If you would like to help with morning registration or as a Class Assistant, please call (907)562-1183 or email our office ([office@totemassoc.org](mailto:office@totemassoc.org)).

#### **Request for Donation Baskets**

Building on past year's success, TOTEM has decided to host another basket silent auction to support Breast Cancer Research.

Please have a designated TOTEM representative from your school email us by March 5 to let us know:

- That you are doing a basket
- The names of the participants helping with the basket

Email: [office@totemassoc.org](mailto:office@totemassoc.org)

#### **IMPORTANT**

**HOW TO BE SURE YOU ARE PAID FOR  
ATTENDING SPRING CONFERENCE**

The only way you will get credit and be paid for attending the conference is to:

**Be registered** for each session you attend on MLP and **Sign in and out** on the official class rosters at each session attended.

There will not be certificates of attendance/completion given at the conference. TOTEM staff will confirm your attendance on MLP. You will be able to print verification of attendance from MLP starting Monday, March 16.

**You must be registered** in My Learning Plan to have admittance into a session. There will be staff available to register you for classes at the conference on Monday and Tuesday if necessary, but session availability will be very limited. Classes fill quickly and we encourage you to pre-register on MLP. If staff registers you into MLP on Monday and Tuesday at the conference, you will be given a paper admission slip for the session(s). That slip must accompany the class roster with your signature. Please note: Monday and Tuesday registration at the conference is for new registrations only. No changes will be made to existing registrations.

The only way TOTEM staff will confirm your attendance in MLP is by having the verification of session registration in MLP, your signature on the class rosters and, in the case of a Monday and/or Tuesday late registration, the session admission slip.

# EmpCenter TOTEM Conference Job Aid

Employees who have attended the TOTEM conference must enter a **Professional Leave** request in EmpCenter. Instructions are provided below.

1. Login into **Frontline Professional Growth** (formerly MLP) to verify your conference session times. **Print** a copy to give to your timekeeper for verification.

**Link:** [Frontline Professional Growth](#)

2. Log into **EmpCenter** and create a leave request for **Professional Leave**.
  - In the comments section, type “**TOTEM Conference**” and select **Next**.

3. **Change the hours** to match your hours listed in **Frontline Professional Growth**. Select **Update**.

4. Select **Submit**.
  - If your conference hours are more than your normal schedule you **may receive a warning**. Click **Submit** and **the request will process**.

Action	Date	Pay Code	Value
+ X	Mon 03/09/2026	Professional Leave	7.0 Hours
+ X	Tue 03/10/2026	Professional Leave	7.0 Hours
+ X	Wed 03/11/2026	Professional Leave	7.0 Hours

5. Turn in your Frontline Professional Growth **verification** to your **timekeeper**. Once your supervisor has approved the live request, the timekeeper will verify that the time matches with your verification documentation.

- **Timekeepers:** If the conference hours are over the employees’ normal scheduled hours, you will need to **acknowledge the red exception** on the timesheet in order for the time to be paid.

Date	Message	Severity
03/09/2026	7.00 hours reported exceed 6.50 scheduled hours for the day by more than 15 minutes. Timesheet will not be paid unless overridden by manager.	Error (not paid)

Date	Exception Message	Severity	Acknowledge
Mon 02/09	8.31 hours reported exceed 6.50 scheduled hours for the day by more than 15 minutes. Timesheet will not be paid unless overridden by manager.	Error (not paid)	<input type="checkbox"/>

**TOTEM PSRP'S... WE ENCOURAGE, INSPIRE AND EMPOWER!**

	Mon-AM (all day)	Mon-AM	Mon-PM	Tues-AM (all day)	Tues-AM	Tues-PM
Session	A	B	C	D	E	F
Art And Science Activities That Enhance Learning for ALL Students Including Students with Delays and Disabilities	8:00-5:00 ← →					
Your ASD Benefits & Empower Retirement		8:00-11:50				1:10-5:00
Building Personal Resilience and Inspiring Others		8:00-11:50				
Burnout, Boundaries and Balance						1:10-5:00
Classroom Support Using American Sign Language: Beginning Level 1		8:00-11:50	1:10-5:00			
Classroom Support Using American Sign Language: Beginning Level 2					8:00-11:50	
Classroom Support Using American Sign Language: Intermediate Level 3						1:10-5:00
DEA Dangerous Drugs, Gangs and Community Awareness			1:10-5:00		8:00-11:50	
First Aid/CPR/AED (6 hours)	8:00-3:00 ← →			8:00-3:00 ← →		
Investing In Your Future: Introduction to Defined Contribution Retirement (DCRP) PERS Tier IV and Basic Investment Education/ Steps to Building an Investment Strategy		8:00-11:50				
Mental Health First Aid (8 hours, 1 class over 2 days)			1:10-5:00		8:00-11:50	
Navigating Conflict			1:10-5:00			
Navigating Difficult Conversations					8:00-11:50	
PERS The Retirement Process and Basic Investment Education/Steps to Building an Investment Strategy			1:10-5:00			
Play and Create						1:10-5:00
PSP Getting Started Workshop (2 hours)			3:10-5:00			
Science and Play (Social Skills and Language Development) Activities That Enhance Learning for ALL Students Including Students with Delays and Disabilities				8:00-5:00 ← →		
The Change Challenge		8:00-11:50				
TOTEM 101: Get to Know Your Union	8:00-5:00 ← →			8:00-5:00 ← →		
Trust-Based Relational Intervention (TBRI)	8:00-5:00 ← →			8:00-5:00 ← →		
Vision Boards					8:00-11:50	

**THESE CLASSES ARE HELD AT THE ASD ED CENTER:**

Chromebooks for School Staff: Everyday Use & Support		8:00-11:50			8:00-11:50	
Everyday Google Tools for School Work		8:00-11:50			8:00-11:50	
Microsoft Office Basics for School Staff			1:10-5:00			1:10-5:00
Supporting Students with Chromebooks in the Classroom			1:10-5:00			1:10-5:00
Master Teacher Assessment			1:10-5:00			

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**Art And Science Activities  
That Enhance Learning for  
ALL Students Including  
Students with Delays and  
Disabilities**

Melissa Frentzel  
& LaDonna Rees  
Session A

Do your students love Art Projects? Do your students love Science Activities? Do your students love hands-on learning? (we hope you said, "Yes, Yes, and Yes!") - Come explore Themes through learning activities that incorporate literacy (reading, writing and math), science, art, communication, and social skills to engage all learners (and the adults will have tons of fun, too!!). During this class we will make Art and Science units/ activities to take back to your classrooms. We will share ideas on how to modify activities to meet the needs of your diverse students. Expect to have fun learning. Target Audience: Elementary Paraprofessionals, Self-Contained Classroom Staff, Special Education Staff, ELL, Migrant Ed, Kindergarten, and any other support staff are welcome to join.

**Building Personal Resilience  
and Inspiring Others**

Ashley Doss  
Session B

Trauma has a significant impact on the learning and understanding of students and adults. Emotional exhaustion of the adult is known to have a negative impact on academic achievements in students (Klusmann, Richter, Ludtke, 2016). Participants will learn the basics of trauma, resilience, and its impact on the

brain and development. Objectives of this session include a) learning the cycles of trauma and stress, b) understanding resilience, and c) learning specific ways to build their personal resiliency, including techniques and strategies that can be implemented individually and in group environments.

**Burnout, Boundaries  
and Balance**

Karen Kirk  
Session F

Do you feel like you are being stretched to your limit... or pulled in different directions? Do you feel overwhelmed... or have expectation-exhaustion or compassion-fatigue? In this session we will: Review the signs of burnout and where we may be headed if we don't address them, conduct several wellness assessments and identify physical impacts of stress. Discuss the 3 things that must be addressed to achieve balance. Recognize different types of boundaries and how to deploy them in our personal and professional lives. Identify habits that may be contributing to our burnout sensation and /or lack of ability to set boundaries. Gain insights into how to constructively release stress. Learn 12 simple techniques to de-stress and feel more relaxed and balanced!

**Classroom Support Using  
American Sign Language:  
Beginning Level 1**

Lee Waters  
Session B & C

This is a 4-hour workshop that will enable participants to learn basic sign language skills including their name sign, numbers, letters, and basic vocabulary as well as everyday phrases that are useful for the classroom setting. This workshop will also provide a brief history of sign language through understanding deaf culture and trivia. There will be breakout sessions to include practice activities and generating needed vocabulary (signs) for classroom application. A couple of breaks will be provided.

**Classroom Support Using  
American Sign Language:  
Beginning Level 2**

Lee Waters  
Session E

This is an Intermediate level class for those who have already taken the Intro to Sign Language Session. Those taking this class will learn both basic content and functional skills vocabulary required for students to use in the classroom setting as well as learn common daily phrases in ASL.

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**Classroom Support Using  
American Sign Language:  
Intermediate Level 3**

Lee Waters  
Session F

This is an advanced class for those who have taken the Level 1 -Intermediate ASL classes in the past at the TOTEM conference. This class will allow attendees to expand their knowledge base of content/functional skill signs through practiced scenarios of conversational para-student dialogue and creation of ASL materials to support student learning.

**DEA: Dangerous Drugs,  
Gangs and Community  
Awareness**

DEA, Mike Burke  
Session C & E

This presentation demonstrates the extraordinary danger of drugs and gangs in our city. Agents will also speak on drug trends and provide you with general information about gangs, their history in Anchorage and give you the latest information about both in Alaska.

**Investing In Your Future:  
Introduction to Defined  
Contribution Retirement  
(DCRP) PERS Tier IV and  
Basic Investment Education/  
Steps to Building an  
Investment Strategy**

Becky Sheridan  
(State of Alaska) &  
Renz Vegara (Empower)  
Session B

Learn about Public Employees Retirement System (PERS) Tier IV members who entered

service after 7/1/2006. This interactive session covers this retirement plan and includes information about the defined contribution account, financial advice services, retiree insurance plans, Health Reimbursement Arrangement, occupational disability, eligibility, vesting, investment options, distribution, additional resources available. Then learn about the basics of investing in stocks, bonds, cash equivalents, mutual funds, and how they work, the different types of risk, and how to build a personalized investment strategy through asset allocation and diversification and discuss the optional 403b/457 Anchorage School District retirement plan.

**Navigating Conflict**

Karen Kirk  
Session C

Conflict is a part of life, because no two people will experience any situation the same. In this session we'll explore: Situations that typically cause conflict. Barriers - things that get in the way of resolving conflict. How to maintain composure and regain emotional control. Bridge behaviors (behaviors that help us move through, and past, conflict), plus 'SOAR' behaviors - what they are and how to engage them. How to quickly evaluate a situation and determine the best approach strategy. Language that escalates and de-escalates conflict. Strategies to more productively address conflict. Walk away with more tools to professionally approach and work through different types of conflict!

**Navigating Difficult  
Conversations**

Karen Kirk  
Session E

How do we have a difficult conversation without having it hurt the relationship and/or make the situation worse? How do we have a conversation that we don't want to have? In this session we will address: Variables that make certain conversations difficult, Personal preparation that is necessary to conduct before any difficult conversation, Different approach strategies that can decrease the aggressive nature of some conversations, How to choose the best venue for the conversation, How to ensure you say what-you-mean and increase the probability the other party will hear what-you-meant, The difference between feedback and feedforward, Learn language and techniques that de-escalate (vs escalate) conversations, Acquire strategies that are designed to take a conversation out of the 'red zone' and into the 'constructive zone'!

**PERS The Retirement  
Process and Basic  
Investment Education/Steps  
to Building an Investment  
Strategy**

Becky Sheridan  
(State of Alaska) &  
Renz Vegara (Empower)  
Session C

This seminar is designed for Anchorage School District PERS Tier I members (hired 1/1/1961-6/30/1986), Tier II members (hired 7/1/1986-6/30/1996), and Tier III members (hired 7/1/1996 - 6/30/2006). This interactive session covers the retirement

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process, Voluntary Savings Plan, eligibility, vesting, service, and benefit calculations, early and normal retirement, increasing service credit, survivor options, retiree insurance options, after retirement increases and the timing of benefits. Then learn about the basics of investing in stocks, bonds, cash equivalents, mutual funds, and how they work, the different types of risk, and how to build a personalized investment strategy through asset allocation and diversification and discuss the optional 403b/457 Anchorage School District retirement plan.

**Play and Create**

Jennifer Buchanan  
Session F

Spring break is the perfect time to explore creativity and play for stress relief, problem-solving and overall well-being. This course offers playful exercises to unlock your natural ability to think creatively and face challenges with renewed resilience, expand your thinking, and deepen connections with yourself and others. Join us as we integrate play and creativity into daily life, supporting mental clarity, emotional balance, and more joy.

**Science and Play (Social Skills and Language Development) Activities That Enhance Learning for ALL Students Including Students with Delays and Disabilities**

Melissa Frentzel  
and LaDonna Rees  
Session D

(This class is an extension of Monday's class. You don't

need to attend both—feel free to join one or both for some fun.) Do your students love Science Activities? Do your students love playing games? Do your students love hands-on learning? (we hope you said, “Yes, Yes, and Yes!”) - Come explore Themes through learning activities that incorporate literacy (reading, writing and math), science, communication, and social skills to engage all learners (and the adults will have tons of fun, too!!). During this class we will explore Science and Play activities to take back to your classrooms. We will share ideas on how to modify activities to meet the needs of your diverse students. Expect to have fun learning. Target Audience: Elementary Paraprofessionals, Self-Contained Classroom Staff, Special Education Staff, ELL, Migrant Ed, Kindergarten, and any other support staff are welcome to join.

**The Change Challenge**

Karen Kirk  
Session B

Change happens every day – within our families, within our relationships and within or workplace. Because of this, it can be helpful to understand our (human) relationship with change and use this understanding to manage change in our daily lives. In this session we will: Review different types of change, Explore myths of change - that impede our ability to move through it, Identify typical responses to change, Recognize the cause of ‘resistance’ and how to address it, Learn how to determine if a proposed change will stick or if it is just a passing phase,

Explore the 3 psychological stages we go through with most any change, Uncover the key to moving through most changes, Participate in an experiential change exercise, Takeaway common-sense tips to help face a change you need to process or get through.

**TOTEM 101:**

**What's a Union, Anyway?**

Barbara Strong  
Session A & D

Come join this fun and interactive session to learn more about unions, their role and how they have shaped labor in America. Take a tour of TOTEM and its affiliates and learn how your dues work for you. Find out what benefits you may be missing. Spend some time with the TOTEM Bylaws and get some questions answered. Leave with an understanding of how important you are to your union. Explore the process of collective bargaining. Spend some time learning contract interpretation and find out the difference between a grievance and a complaint. See why knowledge is power and how you can make your union stronger.

**Trust-Based Relational Intervention (TBRI)**

Ashley Freeman  
& Anne Paolucci  
Session A & D

This course is an evidence-based, trauma-informed approach designed to support children who have experienced adversity, abuse, or neglect. Developed by the Karyn Purvis Institute of Child Development, TBRI focuses on meeting

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a child's underlying needs through three core principles: Empowering (addressing physical and environmental needs), Connecting (building safe, trusting relationships), and Correcting (teaching appropriate behavior with respect and care). The goal is to help children feel safe, connected, and capable of healthy relationships.

**Vision Boards**

Meg'n Gall  
Session E

Envision what you want for yourself in 2026. Come plan out and goal set for the remainder of this year and create an artistic vision board as a visual reminder!

**ASD Benefits & Empower Retirement**

ASD Benefits Team  
& Renz Vegara  
Session B & F

Join the ASD Benefits Team and Empower Retirement for an engaging session focused on making health benefits and retirement planning easy to understand. We'll break down how your benefits work, how to get the most value from them, and how they support your overall well-being. You'll also learn the basics of retirement planning and investing—covering savings options, employer contributions, and why starting early (or making changes now) can make a real difference. Our goal is to give you clear, practical information so you can feel confident about your health today and your future tomorrow.

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**PLEASE BE ADVISED THESE CLASSES INCLUDE SPECIAL NOTES.**

**First Aid/CPR/AED**

TOTEM Board  
Session A & D

This session provides a certification in First Aid and CPR. To receive your certificate, you must attend the entire class. This class is ONLY for those who do not have a current First Aid/CPR card.

If you require a recertification, contact the TOTEM Office:

[office@totemassoc.org](mailto:office@totemassoc.org)

*SPECIAL NOTE: this class only provides 6 hours of training credit.*

**PSP Getting Started  
Workshop**

TOTEM PSP Committee  
Session C

This workshop is for those who are new to the PSP Program only. The Professional Standards Program (PSP), which is offered through the National Association of Educational Office Professionals (NAEOP), provides TOTEM members an opportunity to earn an additional 2% to 7% pay. This well-rounded program considers applicant education, work experience, association/ volunteer experience and Supervisor's evaluation. There are several educational options.

*SPECIAL NOTE: this class only provides 2 hours of training credit.*

**Mental Health First Aid**

Dustin Muse &  
Gloria Burnett  
Session C & E

*(Both Sessions Required)*

*SPECIAL NOTE: Mental Health First Aid will be taught over two days, Monday afternoon and Tuesday morning. You must be able to attend both sessions to enroll in this class.*

Mental Health First Aid is from the National Council for Mental Wellbeing and teaches you how to identify, understand and respond to signs of mental health and substance use challenges among adults. What we will cover: common signs and symptoms of mental health challenges, common signs and symptoms of substance use challenges, how to interact with a person in crisis, how to connect a person with help, expanded content on trauma, substance use and self-care. Learn how to respond with the Mental Health First Aid Action Plan (ALGEE).

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**PLEASE NOTE THESE CLASSES WILL BE HELD AT THE ASD ED CENTER**  
( 5530 E Northern Lights Blvd, Anchorage, AK 99504 )

**Please bring your ASD assigned device (if you have one)!**

**Chromebooks for School**

**Staff: Everyday  
Use & Support**

Dana Jara  
(AT ASD ED CENTER,  
Board Room)  
Session B & E

This session focuses on using ASD Devices (Chromebooks and MacBooks where applicable) for everyday school tasks. Participants will build confidence with device basics, file management, accessibility tools, and common troubleshooting strategies to support their work. Please bring your ASD assigned device (if you have one)!

**Everyday Google Tools for  
School Work**

Jamie Wyatt  
(AT ASD ED CENTER,  
Board Room)  
Session B & E

This hands-on session introduces core Google tools used across the district, including Drive, Docs, Slides, and Sheets. Participants will practice organizing files, collaborating with others, and using features that make daily tasks more efficient. Please bring your ASD assigned device (if you have one)!

**Microsoft Office Basics for  
School Staff**

Jamie Wyatt  
(AT ASD ED CENTER,  
Board Room)  
Session C & F

This session provides an overview of Microsoft Office tools commonly used in schools, such as Word, PowerPoint, Excel, and Outlook. Participants will build confidence in opening, editing, saving, and sharing files while learning when and why Microsoft tools are used alongside Google tools. Please bring your ASD assigned device (if you have one)!

**Supporting Students  
with Chromebooks  
in the Classroom**

Dana Jara  
(AT ASD ED CENTER,  
Board Room)  
Session C & F

Designed for paraprofessionals working with students, this session covers practical strategies for supporting student Chromebook use during classroom and small-group activities. Participants will explore district-created resources, accessibility support, and tips for managing common classroom technology challenges. Please bring your ASD assigned device (if you have one)!

**Master Teacher  
Assessment Testing**

Jen Blome  
(AT ASD ED CENTER,  
2<sup>nd</sup> Floor, Learning Lab #1)  
Session C

Master Teacher Assessment is one method for Paraprofessionals to meet the State of Alaska's requirement to be highly qualified in content knowledge and instructional support in the academic areas of reading, writing, and mathematics. Participants will be taking the proctored Master Teacher Assessment. Questions regarding status or assessment, please contact [asdparapro@asdk12.org](mailto:asdparapro@asdk12.org) before signing up for the session.

**TOTEM Association**  
**2026 Spring Conference**  
**March 9 & 10**



Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
Work Location \_\_\_\_\_ Position \_\_\_\_\_  
Home Email \_\_\_\_\_

**PLEASE READ THE FOLLOWING PARAGRAPH CAREFULLY BEFORE FILLING OUT THIS FORM:** BECAUSE THE TOTEM SPRING CONFERENCE IS PAID FOR ENTIRELY BY TOTEM DUES, NONMEMBERS WHO WOULD LIKE TO ATTEND THE CONFERENCE WILL BE CHARGED A FEE TO COVER COSTS. **IF YOU ARE A MEMBER OF TOTEM, YOU DO NOT NEED TO RETURN THIS FORM OR PAY FOR YOUR CLASSES.** IF YOU ARE NOT A MEMBER OF TOTEM, YOU MAY CONTACT THE TOTEM OFFICE ON MARCH 2 AFTER REGISTRATION CLOSES, TO SEE IF THERE IS SPACE TO ATTEND THE CONFERENCE. IF SO, THIS FORM, ALONG WITH PAYMENT BY CASH OR CHECK IS DUE IN THE TOTEM OFFICE BY FRIDAY, MARCH 6.

**Please mark all that apply:**

- I would like to attend the conference on Monday and Tuesday. Please find payment for \$125 attached.
- I would like to attend the conference on Monday only, please find payment for \$75 attached.
- I would like to attend the conference on Tuesday only, please find payment for \$75 attached.

Your registration form and check or money order must be received by TOTEM Association no later than 4:30 pm Friday, March 6. (Checks should be made out TOTEM Association.) It may be sent via interschool mail, or delivered to 3310 Arctic Blvd., Suite 200 Anchorage, AK 99503.

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**DEADLINE FOR REGISTRATION PAYMENT IS FRIDAY, MARCH 6, 2026.**

TOTEM ASSOCIATION OF EDUCATIONAL SUPPORT PERSONNEL  
2026-2027 - \$250 Professional Growth Scholarship Application

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

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE # \_\_\_\_\_

WORK LOCATION: \_\_\_\_\_ WORK # \_\_\_\_\_

Employees may apply for only **one** TOTEM Scholarship per fiscal year. Please fill in the above information so that it is legible. Give a complete mailing address where information can be sent should you be awarded the scholarship. Submit only **one** scholarship application per TOTEM member in good standing. To be a member in good standing you must **be current with your TOTEM dues.**

What are your educational/professional growth goals and how will this scholarship be incorporated into your future?

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In which seminar or program of study do you plan to participate?

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I understand that:

- This scholarship is only for tuition, software and/or books for professional growth.
- This scholarship is for reimbursement of expenses incurred July 1, 2026, through June 30, 2027.
- To receive reimbursement, receipts must be submitted with a Request for Payment Form to TOTEM by June 30, 2027.
- **It is the recipient's responsibility to inform the Scholarship Committee (written or e-mail, no phone calls) on or before October 1, 2026, of their intent to use the scholarship. Failure to do so will result in loss of the scholarship.**

\_\_\_\_\_  
Signature of Applicant

**Please return your application to:**

TOTEM Association of ESP  
Scholarship Committee  
3310 Arctic Blvd, Suite 200  
Anchorage, AK 99503

**Application Deadline:**

Applications **MUST** be received in the TOTEM office by 5:00 pm Friday, February 20, 2026. FAXES AND SCANS ARE NOT ACCEPTABLE.

Scholarship recipients will be notified in March 2026.

TOTEM ASSOCIATION OF EDUCATIONAL SUPPORT PERSONNEL  
2026-2027 - \$500 Continuing Education Scholarship Application

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

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ PHONE # \_\_\_\_\_

WORK LOCATION: \_\_\_\_\_ WORK # \_\_\_\_\_

Employees may apply for only **one TOTEM Scholarship** per fiscal year. Please fill in the above information so that it is legible. Give a complete mailing address where information can be sent should you be awarded the scholarship. Submit only **one scholarship** application per TOTEM member in good standing. To be a member in good standing you must **be current with your TOTEM dues**.

What are your educational/professional growth goals and how will this scholarship enhance those goals?

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In which seminar or program of study do you plan to participate?

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I understand that:

- This scholarship is only for tuition and books at a regionally accredited institution.
- This scholarship is for reimbursement of expenses incurred July 1, 2026, through June 30, 2027.
- To receive reimbursement, receipts must be submitted with a Request for Payment Form to TOTEM by June 30, 2027.
- **It is the recipient's responsibility to inform the Scholarship Committee (written or e-mail, no phone calls) on or before October 1, 2026, of their intent to use the scholarship. Failure to do so will result in the scholarship being awarded to an alternate applicant.**

\_\_\_\_\_  
Signature of Applicant

**Please return your application to:**

TOTEM Association of ESP  
Scholarship Committee  
3310 Arctic Blvd, Suite 200  
Anchorage, AK 99503

**Application Deadline:**

Applications **MUST** be received in the TOTEM office by 5:00 pm Friday, February 20, 2026. FAXES AND SCANS ARE NOT ACCEPTABLE.

Scholarship recipients will be notified in March, 2026.