



United Federation of Teachers  
A Union of Professionals

# UFT MEMORANDUM

TO: District Reps & Chapter Leaders

FROM: Priscilla Castro, Interim Paraprofessional Chapter Chair

DATE: February 1, 2023

RE: 2023 UFT Paraprofessional Festival and Awards Luncheon

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Please inform your School Leadership Teams that they may use funds allocated to the team to pay conference registration fees (**SEE BELOW**) for the UFT Paraprofessional Festival and Awards Luncheon that will be held on **Saturday, March 25, 2023** at the New York Hilton Hotel, 1335 Avenue of the Americas, New York, NY 10019 (Bet: 53<sup>rd</sup> & 54<sup>th</sup> Street)

The United Federation of Teachers will accept Department of Education purchase orders for conference registration. Please follow standard procedures for processing purchase orders *as well* as the steps below:

1. Names and File/Member numbers and emails are required for each registration. **In order for your PO to be processed you must register with this link:** [www.uft.org/paraprofessionals-luncheon](http://www.uft.org/paraprofessionals-luncheon) and register all participants. **You will need to have your school code in order to register: For example: K045**
2. Please fax purchase orders to UFT Paraprofessional Department, at 917-534-0527 or scan and email to [uftparaevents@gmail.com](mailto:uftparaevents@gmail.com)  
**[before sending to ISC] NO LATER THAN Friday March 31, 2023.  
NO ONE WILL BE REGISTERED UNTIL FAX IS RECEIVED!!!**
3. You will receive an email confirmation to the email address you provided.
4. The vendor # is 135582895
5. For contract # please use “**Non-Contract (Micro Bids/No Bids).**”

**You must bring a copy of your Purchase Order.**

If you have any questions or need additional information or assistance please email at [uftparaevents@gmail.com](mailto:uftparaevents@gmail.com)

**Cost: \$25 conference registration per person.**

**If you would like to take a workshop for CTLE hours, there is an additional fee of \$7.50 for each workshop.**