

NAME:	DATE OF REQUEST:
Home Address*:	Social Security #:

*\*Required by District Office*

Faculty                     
  Classified                     
  Management/Administration                     
  Adjunct Faculty

**PROPOSED USE OF FUNDS:**

Books\*\*

*\*\*Please indicate below the textbook(s) required and course(s) enrolled.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Conference/Travel/Other (Complete information below)

- I received funds last year for travel

Activity Date(s):	Number of Attendees:
-------------------	----------------------

It is the intent of S/D to support your participation in professional growth and development activities. Explain how the proposed use of S/D funds will support the Staff Development/Human Resource Development Plan.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Amount of funding requested: \$ \_\_\_\_\_ *\*This request may not be fully funded.*  
 Attach supporting documentation including, conference flyer, detailed (estimated) travel costs, lodging/hotel information, course enrollment, receipts etc.

Are other sources of funds available for this activity/project?  Yes - \$ Amount Available \_\_\_\_\_  No

If this request is approved, how will the information be shared?

Report                     
  Classroom/Office Use                     
  Presentation                     
  Newsletter

Other: \_\_\_\_\_

*I understand this request will be considered in accordance with the guidelines established by the College Staff Development Committee. I will be notified when this request has been approved/denied. I agree to furnish all forms required to process this request.*

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

**IT IS RECOMMENDED THAT COMPLETED FORMS BE SUBMITTED TO THE S.D. CHAIR OR SECRETARY 45 DAYS BEFORE THE ACTIVITY OCCURS.**

**Staff Development Committee Use Only:**

Request  Approved                       Denied                      Date / Method of Notification: \_\_\_\_\_

Amount Approved: \$ \_\_\_\_\_                      Chairman, S/D Committee \_\_\_\_\_

(This form may be duplicated)