

College of Marin
Request for Classified Staff Development Funds &/or Travel
 (Submit completed form to Staff Development Office for Administrative Approval)

Name _____ Date: _____

Department _____ Phone: _____

Title of Activity: _____

Meeting _____ Conference _____ Workshop _____ Credit Class _____ Noncredit Class _____ Other _____

Sponsored by: _____

Location _____

Dates of Leave: From _____ To _____ Hours: All Day _____ or _____

Describe the job-related benefit of this activity: (Attach additional paper if necessary.)

Title V Funding Authorized Uses: Activities funded by Title V Staff Development Funds must be related to one of the following authorized uses. Please check all categories that apply.

- 1. Improvement of teaching.
- 2. Maintenance of current academic and technical knowledge and skills.
- 3. In-Service training for vocational education and employment preparation programs.
- 4. Retraining to meet changing institutional needs .
- 5. Intersegmental exchange programs
- 6. Development of innovations in instructional and administrative techniques and program effectiveness
- 7. Computer and technological proficiency programs
- 8. Courses and training implementing affirmative action and upward mobility programs.
- 9. Other activities determined by the Board of Governors to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including but not necessarily limited to programs designed to develop self-esteem

Cost Information: You must indicate all costs including the total cost of your request. Please approximate travel expenses if the exact cost is unknown. If this activity is being paid by funds other than Staff Development please check here: _____

Activity Registration Fee \$ _____ Tuition \$ _____ Other Fees (explain) _____

Transportation: Car _____ miles@ _____ /miles =\$ _____ Other\$ _____

Hotel: \$ _____ per night _____ nights = \$ _____ Meals \$ _____

TOTAL COSTS \$ _____ Account # _____ (Title V _____ TTIP _____)

APPROVED BY:

Yes _____ No _____ _____
Supervisor's Signature

Yes _____ No _____ _____