

## Staff Development Proposal Form

Fill out this form completely and submit it along with all supporting documents and/or Conference Request Form to Building 100, or to a committee member by the **first Monday** of each month. Incomplete forms will be returned.

1. Proposed Activity: \_\_\_\_\_
2. Sponsoring Organization for the Proposed Activity: \_\_\_\_\_
3. Proposer(s) Name:\*\* \_\_\_\_\_

If Part-time: Number of years at LPC:\_\_\_\_\_ Current workload:\_\_\_\_\_ %

**\*\* (Dean's or immediate supervisor's signature serves as verification that part-time staff applying for Staff Development funding meet the minimum requirements of both 40% workload and 2 consecutive years with LPC.)**

4. Proposer(s) Name: \_\_\_\_\_
5. Names of Participants: \_\_\_\_\_
6. Indicate which of the participant(s) is emeritus, if any: \_\_\_\_\_

7. Participant(s)' Classification. Please complete the following chart:

	Administrator	Faculty	Classified
Number of full-time			
Number of part-time			

8. Work Group to Benefit: \_\_\_\_\_
9. Proposed Activity Date(s): \_\_\_\_\_
10. Proposed Activity Location: \_\_\_\_\_
11. Total Cost of the Proposed Activity (from page 3): \$ \_\_\_\_\_

12. Signature of Dean or Immediate Supervisor:\_\_\_\_\_

**Shaded area for Staff Development Committee only. Please do not write in this space.**

**CONF. REQ. ☐ #:**\_\_\_\_\_ **STAFF DEVELOPMENT PROJECT #** \_\_\_\_\_

**Amount of Funding Approved by Staff Development Committee: \$** \_\_\_\_\_

**Committee Chair:** \_\_\_\_\_ **YES** \_\_\_\_\_ **NO** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Amendments or Reason for Disapproval:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Staff Development funds may be used according to AB 1725. You must check the following AB 1725 categories that apply to your proposed activity and include a brief explanation:

☐ Improvement of teaching

☐ Maintenance of current academic and technical knowledge and skills

☐ In-service training for vocational education and employment preparation programs

☐ Retraining to meet changing institutional needs.

☐ Intersegmental exchange programs.

☐ Development of innovations in instructional and administrative techniques and program effectiveness.

☐ Computer and technological proficiency programs.

☐ Courses and training implementing affirmative action and upward mobility programs

☐ Other activities determined 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.

Itemize all estimated costs below. RECEIPTS MUST BE SUBMITTED FOR ALL ITEMS WHEN YOU REQUEST REIMBURSEMENT.

1. **Conference Expenses** (*membership fees are not reimbursed*)

Registration Fees:  $\frac{\text{_____}}{\text{\# participants}} \times \frac{\text{_____}}{\text{reg fees}} = \$\text{_____}$

***Note that a maximum of \$200 for registration will be allowed per participant. If the registration fee is over the \$200 limit, the participant will be responsible for the difference.***

Please fill out this page **completely**. Your responses will assist the Staff Development Committee with evaluating your proposal for approval.

1. Description of the proposed activity: \_\_\_\_\_

---

---

---

---

2. Objectives and rationale of the proposed activity: \_\_\_\_\_

---

---

---

---

3. How will this proposed activity benefit the college? \_\_\_\_\_

---

---

---

---

---

4. How do you plan to share what you have gained from the proposed activity with the college community, (i.e., present information at town meetings, division meetings, brown bag lunches, workshops, etc.)?

---

---

---

---

**When Staff Development pre-pays a conference and you do not attend, you are responsible for repaying the money to Staff Development unless there are extenuating circumstances. You have the option to find your own**

replacement. If you find a replacement, the dollar amount would not be charged against the substitute's yearly eligibility. However, the money would be counted against your yearly eligibility.

**Signature of Proposer:** \_\_\_\_\_

**Date:** \_\_\_\_\_