



STAFF DEVELOPMENT PROPOSAL FORM

Submit complete proposal with signatures to the Office of People, Culture, and Talent.

Contact Information:

Name: _____

Phone #: _____

Email: _____@avc.edu

Office/Division/Area: _____

Proposal Submission Date: _____

Position: _____

Full-Time Faculty Adjunct Admin.

Classified Conf./Mgt./Supr.

Project Title: Seminar/Conference Title; Course Title; or Project Title for activities involving travel activities that are not predefined. (Please do not use acronyms or abbreviations)

Date(s) of Project:

From: _____ To: _____

Location(s):

City/State: _____

Attendees:

Is someone else attending the same conference/workshop? Yes No

If yes, who? _____

Budget Expenses: Attach supporting documentation for applicable fees

Explanation	Amount
Fees/Tuition	_____
Travel: _____	_____
Hotel: _____	_____
Meals: _____	_____
Misc.: _____	_____
Total:	_____

(Reimbursement is contingent upon Board approval & submission of receipts up to a maximum of \$1,750.)

A copy of the relevant project materials must be attached; including, but not limited to, seminar/conference agenda, project agenda, travel quotes, etc.

Description:

A. Description of Current Assignment which will be impacted by this project:
(Include references to applicable program reviews, EMP's, SLO's, OO's, etc....)

B. Description of Project Objectives:

C. Description of Anticipated Outcomes:

D. How will you share this information?

Professional discussion

Written distribution

FPD Activity

Staff or department meetings

Students in classroom

Other: _____

Explain:

E. If applicable, how will missed classes or assignments be covered, if applicable?

Applicant's Signature: _____

Date: _____

Supervisor's Approval and Justification:

Supervisor Name: _____ *Signature:* _____ *Date:* _____

Staff Development Committee Use Only: Received Date: _____

Approved

Denied

Returned for Additional Information

STAFF DEVELOPMENT PROJECT

Justification for Additional Attendees

If more than two individuals will be attending the same conference/workshop this form must be completed. Please provide justification detailing the number of attendees, why additional staff should attend, and the benefit to the District. Consideration will be given on a first-come first-serve basis.