

CUESTA COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT REQUEST FORM

Return to the Faculty Professional Development Committee during the application period. We are only able to fund requests for activities during the current fiscal year. Applications **MUST include all requested information** and only completed applications will be considered. If you need help with your 6-digit program code, consult your division assistant.

NAME: _____ **Program Code:** _____

Division: _____ **Extension:** _____

Date and Time of Activity: _____

Signature: _____ **Date Submitted:** _____

2 Please check which box applies to your funding request and submit the listed paperwork with this professional development funding request form.

- ☐ **Attending a conference:**
 - ⇒ Attach a **completed and signed** conference request form. Your request should include all anticipated expenses even if above the amount offered by the Professional Development Committee.
- ☐ **Presenting at a conference:**
 - ⇒ Attach a **completed and signed** conference request form. Your request should include all anticipated expenses even if above the amount offered by the Professional Development Committee.
 - ⇒ Provide written confirmation of your involvement in the presentation, including documentation that you are representing Cuesta College in your presentation.
- ☐ **Taking a class** (if class credit is being used for salary increase, Staff Development funds may not be used):
 - ⇒ Attach claim form outlining class costs.
 - ⇒ Immediate Supervisor's Signature: _____
 - ⇒ Describe why you are taking this class: _____
- ☐ **Other** (if requesting professional development funding for another purpose, please provide a brief description of your professional development activity and a claim form outlining costs):

3 Please describe how this professional development opportunity will contribute to your service to the college:

4 Professional Development Funds Requested (max \$500): _____
Additional Funds you are seeking (Specify Funding Source / Account String): _____

Professional Development Approval Signature: _____

Date: _____ FPDC Tracking #: _____