

**CUESTA COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT FUNDING REQUEST FORM**

Return form to the Faculty Professional Development Committee during the application period and **prior to the start date of the activity**. Requests submitted after the start date of the activity or missing paperwork or information **WILL NOT** be considered for funding.

1

NAME:

Division:

Contact Number / Extension:

Date and Time of Activity:

Location of Activity:

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 form 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 form 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 a salary increase, Staff Development funds may not be used.)

- Attach a claim form outlining class costs.
- Immediate Supervisor's Signature: _____
- Describe why you are taking this class

3 Please describe how you plan to share what you have learned with Cuesta employees at the off-site professional development opportunity you attended using professional development funding.

4 Amount of Funds Requesting:

Professional Development Funds: (max \$500)

Additional Funds you are seeking:

(Specify Funding Source / Account String)

Professional Development Approval _____

Date _____ FPD Tracking #: _____