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| **laneylogo300** | **Laney College**Professional DevelopmentFunding Request Form |

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| --- | --- | --- | --- |
|  Name: |  | Date: |  |
|  Department: |  | Email: |  |
|  Work Phone: |  | Home/Cell Phone: |  |

|  |  |
| --- | --- |
| Title of Conference, Workshop or Class: |  |
| Date(s) of Activity: |  |

Requested Funding

|  |  |  |
| --- | --- | --- |
| Conference/Workshop/Class Fee | $ |  |
| Meals | $ |  |
| Transportation | $ |  |
| Hotel | $ |  |
| Miscellaneous (describe) | $ |  |
|  |  |  |
| TOTAL: | $ |  |

Instructions:

All requests must be submitted to the committee chair (Chris Weidenbach, T-550) on the Tuesday before the next scheduled Professional Development Committee meeting. --The committee meets on 1st and 3rd Tuesdays of each month.

**APPLICATIONS MUST INCLUDE:**

* Funding Request Form (this document)
* Tab 1 of the **Travel and Expense Claim** form completed and signed. (Tab 2 is required after the event.)
* Copy of conference/class description, registration, and/or relevant brochures that include location, dates, and pricing
* Copies of estimated hotel and travel costs that include location, dates, and pricing
* Commitment (on Page 2, question 4) to share a report and/or evaluation with colleagues

**IMPORTANT NOTES:**

* **Reimbursement** requires a completed Tab 2 of the **Travel and Expense Claim, as well as all original receipts for covered expenses**, turned in to the Pak Ho in the Business Office, T-216.
* For **direct advance payment** by the College, an invoice showing the amount and address of the payee must be submitted to the Business Office.

**Please answer the following, using the space provided as a guide to the appropriate level of detail:**

1. What is the specific objective of this activity?

2. How will participating in this activity benefit the College?

3. How will this activity directly impact students and student learning?

4. How do you plan to share this event with colleagues, Laney College, and/or the Peralta District?

**\_\_\_\_ Write up an evaluation and assessment of the funded activity**

**\_\_\_\_ Share your takeaways with faculty at a College Hour forum (Thursdays Noon-1pm)**

**\_\_\_\_ Give an oral report/presentation to your department or service area**

 **(Please note: This option requires certification by department chair or supervisor.)**

**\_\_\_\_ Conduct a professional day workshop related to funded activity**

**\_\_\_\_ Other (please describe)**

5. Please note the last time (if ever) you have been funded by the Laney College Professional Development for an individual funding request.

What year?

What was the conference, class, or other event?

Estimated funding amount: