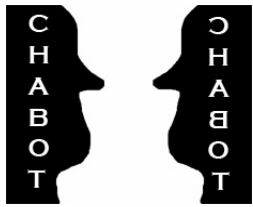


Press the Tab key to move from field to field to complete this form. Print and submit.

Term: <input type="checkbox"/> Summer 20 _____ <input type="checkbox"/> Fall 20 _____ <input type="checkbox"/> Spring 20 _____		Chabot College Staff Development Attend a Conference/Workshop Proposal Form (see next page for funding criteria)
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CONFERENCE APPLICANT INFORMATION	CONFERENCE/WORKSHOP INFORMATION
Your Name: _____	Event Name: _____
Area/Division: _____	Date(s) of Event: _____
Your Phone: _____	Event Location: _____
Your Email: _____	

Instructions:

1. Complete this Staff Development Attend a Conference/Workshop Proposal form.
2. Attach copy of the Conference Registration form.
3. Attach copy of a description of the conference/workshop. (from the web or conference brochure)
4. For **in-state** conference/workshop: Attach Conference Request form (available in your division office or Business Services).
IMPORTANT: All forms must be submitted to Staff Development by the **first or third Thursday of each month, at least two weeks prior to your conference.**
5. For **out-of-state** conference/workshop: Attach Out-of-State Conference Request form (available in your division office or Business Services). **IMPORTANT:** All forms must be submitted to Staff Development **6 weeks prior to your conference.**

ESTIMATED EXPENSES:

Registration Fee	\$ _____
Transportation (type) _____ Miles @ _____ * /mile	\$ _____
*Please enter current mileage rate of .485 per mile	
Lodging/Parking	\$ _____
Other Expenses	\$ _____
Total of ESTIMATED Expenses:	\$ _____

(Save your receipts. They must accompany all reimbursement requests.)

REQUESTED FUNDING:

Attending \$300 yearly maximum per person or \$500 for technology training or \$500 for Basic Skills

Presenting or Chairing receive \$100 in addition to amount above

(Please do not enter any information below this line)

Amount of Funding Approved: \$ _____

Staff Development Signature _____ Date: _____

Comments: _____

Criteria for Funding by Staff Development

We seek to fund activities which:

- Enrich teaching or the goals of an activity area
- Improve teaching
- Enhance academic and technical knowledge, skills (Develop/Advance skills)
- Provide re-training to meet changing institutional needs
- Promote a healthy work environment
- Bring in professional experts/presenters to the campus
- Encourage "in-house" presentations
- Train the trainer and/or result in a report back to the college community in a forum, article, or training session

Objectives and rationale for attending this conference:

Important Steps to complete after the Conference/Workshop:

Conference/Workshop Expense Claims:

In order to be reimbursed, submit a [District Conference Expense Claim form](#) (with original receipts) to Staff Development **within 30 days** of the conclusion of the conference/workshop.

A Short Report:

Submit a short report about the conference/workshop to Staff Development. The report should provide an evaluation of the conference/event describing what you learned and how you will use this knowledge to enhance your work performance. An excerpt may be taken from your report to be posted on the Staff Development web site.

Questions? Contact Rosie Mogle @ 723-6994
or by email: rmogle@chabotcollege.edu