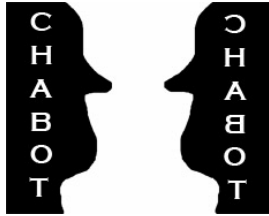


Term:

- Summer 20 _____
 Fall 20 _____
 Spring 20 _____



Chabot College Staff Development Organize an Activity/Event Proposal Form

(see next page for funding criteria)

PROPOSER INFORMATION

Your Name: _____
 Area/Division: _____
 Your Phone: _____
 Your Email: _____

ACTIVITY/EVENT INFORMATION

Event Name: _____
 Date(s) of Event: _____
 Event Location: _____

INSTRUCTIONS:

1. Complete (with supervisor's signature*) this Organize an Activity/Event Proposal Form. This form must be submitted to Staff Development Box 16 by the **first or third Thursday of each month, at least two weeks prior to your activity/event**.
- If a speaker or consultant (non-district employee) fee is involved also include:**
2. A **completed and signed** Contract for Services Form (available in Business Services, Rm. 223) for speaker/consultant fee(s).
3. A completed and signed Requisition Form (available in area/division offices) to cover speaker/consultant fee(s).
 Note: When hiring speakers/consultants, **all three forms must be submitted to Staff Development Box 16, 4-6 weeks prior to activity/event** for Board approval process.
4. Important reminder: fill out necessary facility use forms (for use of PAC, Little Theater or Green Room), get PAC use form from Roger Noyes, Theater Manager). For all other college facilities, fill out Request for Use of College Facilities Form available in Business Services Office, Rm. 223.
5. For material and equipment requests from Media Services, go to <http://www.chabotcollege.edu/MediaServices/Forms.asp>

ESTIMATED EXPENSES: (itemize all estimated costs below)

-List speakers and/or organization to provide service: _____

-Speaker - Consultant Fee(s):* \$ _____
**(Be sure to allow enough time for the College and Board approval process when hiring speakers.)*

-Off-campus facility rental: \$ _____

-Other: (please specify - food, material production, operating supplies) \$ _____

Total FUNDING Requested: \$ _____

***SUPERVISOR'S SIGNATURE:** _____

(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 proposing this event:

Important Steps to complete after the Activity/Event:

Disbursement Request for Activity/Event:

All ORIGINAL RECEIPTS must be attached to the [Disbursement Request Form](#) and must be submitted to the Staff Development Office **within 30 days** of the conclusion of the event.

A Short Report:

Submit a short report about the conference/workshop or activity/event 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

Submit this paperwork to Staff Development, Box 16