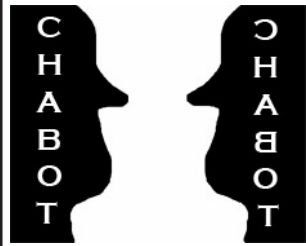


Term:

Summer 20__

Fall 20__

Spring 20__



**Chabot College Staff Development
Spotlight on Faculty/Staff Proposal Form**
\$100 Stipend Per Event Per Year

CRITERIA FOR FUNDING BY STAFF DEVELOPMENT:

- Share your passion with your friends and colleagues (i.e. verbal judo, presentation of your interest).
- Event must be 30-50 minutes.
- Be creative.....enjoy!
- We look for activities that teach us something and promote a healthy work environment.

PROPOSER INFORMATION:

Your Name:

W Number:

Area/Division:

Your Phone:

Your Email:

ACTIVITY/EVENT INFORMATION:

Event Name:

Date(s) of Event:

Event Location:

INSTRUCTIONS:

Complete (with Supervisor's signature) this Spotlight on Faculty/Staff 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.

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 (classrooms, etc.), fill out **Request for Use of College Facilities Form** available from Rosie Mogle in room 206.

For material and equipment requests from Media Services, go to <http://www.chabotcollege.edu/MediaServices/Forms.asp>

Describe what you have in mind and how it will benefit the College Community:

**SUPERVISOR'S
SIGNATURE:**

DATE:

**Staff Development
Coordinator's Signature:**

DATE: