



APPLICATION FOR STAFF DEVELOPMENT FUNDING

Name: _____ Job Title: _____

Department/Division: _____ Phone #: _____

Description of proposed Staff Development Activity:

I have attached: Flyer with dates and expenses or proposal with dates and estimated expenses

Date(s) of Proposed Activity: _____

Funds Requested (complete all that apply):

\$_____ Registration	\$_____ Meals	\$_____ Presenter
\$_____ Tuition	\$_____ Transportation	\$_____ Equipment
\$_____ Lodging	\$_____ Books/Supplies	\$_____ Other _____

Total Dollar Amount Requested: \$_____

Have you made requests to other sources to fund this activity? Yes No

If yes, identify source and outcome: _____

Which of the following Title V guidelines will the proposed activity meet *(check as many as apply)*?

- | | |
|--|--|
| <input type="checkbox"/> Improvement of teaching. | <input type="checkbox"/> Development of innovations in instructional and administrative techniques and program effectiveness |
| <input type="checkbox"/> Maintenance of current academic and technical knowledge and skills | <input type="checkbox"/> Computer and technological proficiency programs. |
| <input type="checkbox"/> In-service training for vocational education and employment preparation programs. | <input type="checkbox"/> Courses and training implementing equal employment opportunity and upward mobility programs. |
| <input type="checkbox"/> Retraining to meet changing institutional needs. | <input type="checkbox"/> Programs designed to develop self-esteem. |
| <input type="checkbox"/> Intersegmental exchange programs. | |

1. What is the specific objective(s) of this proposed activity? *(Identify the specific problem or need the activity will address and describe the desired outcome(s) or objective(s))*

2. How will this activity improve instruction or services at Hartnell College (a) within your area or discipline and/or (b) outside your area or discipline? How will it impact students, staff and/or services?

3. Describe the persons or groups who will be served or benefited by this activity.

4. Describe how the project activities and outcomes/objectives will be evaluated for their effectiveness?

5. How do you intend to actively share (e.g. workshop, lead discussion at area meeting, brown bag presentation, written report) what you learn from this proposed activity with colleagues or the campus at large? Be specific.

6. Additional information which may help the committee evaluate this proposal.

FOR STAFF DEVELOPMENT COMMITTEE USE ONLY:

Employee Group: Confidential CSEA Faculty L-39 Manager Supervisor

Project has been: approved disapproved (rationale cited below) for \$ _____ Amount. _____ Date

Rationale for Disapproval:

Evaluation Due Date: _____