



HARTNELL COLLEGE

CONFERENCE/TRAVEL GRANTS – APPLICATION FORM

DEADLINES: JULY 15 / SEPTEMBER 15 / JANUARY 15 / APRIL 15

SUBMIT TO PROFESSIONAL DEVELOPMENT COMMITTEE (VIA OFFICE OF HUMAN RESOURCES)

APPLICANT'S NAME: _____

HCCD POSITION: _____ DEPARTMENT: _____

EMAIL ADDRESS: _____ PHONE NUMBER: _____

CONFERENCE NAME/SPONSOR: _____

>>>Applicant must attach flyer or web page to support request<<<

DATES: _____ LOCATION: _____

AMOUNT REQUESTED: \$ _____

Registration Fee: _____ Travel Expense: _____ Lodging: _____ Food: _____

Attach additional page(s) if needed.

1. HOW YOUR ATTENDANCE AT CONFERENCE ADDRESSES STRATEGIC PRIORITIES AND GOALS. (40 POINTS)

Refer to [Strategic Plan 2019 - 2024: Hartnell College Shared Vision for Student Success](#)

2. HOW YOUR ATTENDANCE WILL IMPROVE STUDENT LEARNING AND SUCCESS. (40 POINTS)

3. ON RETURN, YOUR PROPOSED PRESENTATION VENUES/AUDIENCE (20 POINTS)

4. OTHER POSSIBLE FUNDING SOURCES FOR TRAVEL/CONFERENCE (indicate status of other requests)

5. DATE OF YOUR LAST FUNDED TRAVEL _____

ACCEPTANCE & SIGNATURES:

I have read and understand the guidelines established for the Hartnell College Conference/Travel Funds Program. I will abide by Hartnell College policies during this travel, including submitting proof of expenses after the travel. I understand that funding will be restricted to those items specifically allowed, including a per diem limit on food. I further understand that following the completion of this travel, I will be required to make two presentations.

APPLICANT'S SIGNATURE: _____

DATE: _____

IMMEDIATE SUPERVISOR'S PRINTED NAME: _____

IMMEDIATE SUPERVISOR'S SIGNATURE: _____

DATE: _____

FOR OFFICE USE ONLY:

REC'D TIME: _____ REC'D DATE: _____ BY: _____ ASSIGNED # _____

Growing Leaders Opportunity, Engagement, Achievement