

2020-2021 REQUEST FOR CONFERENCE AND WORKSHOP FUNDING

Request for Conference and Workshop Funding

Attached is the request for conference/workshop funding. *Place a check mark next to each item that you are including in support of your request.*

A copy of the conference web page, flyer, announcement, or invitation **indicating registration fees**

If I am a presenter, an official invitation, e-mail confirmation, or conference program showing my name

Web pages or receipts **documenting estimated or actual:**

Lodging (including taxes and fees)

Transportation (including taxes and fees)

PART 1: GENERAL INFORMATION

Name:

Banner ID:

Position:	Classified	Management
	Full-Time Faculty	Part-Time Faculty

Position Title:

Div/Dept:

Name of Organization or Group sponsoring the activity (do not abbreviate):

Title of the activity:

Inclusive dates of the activity including travel time:

From: To:

Location of the activity: City: State:

PART 2: COLLEGE QUALIFICATIONS FOR FUNDING

Requests must advance the Mission of Cypress College, meet an authorized use of professional development funds according to Section 87153 of the Education Code, and support one of the three directions identified in the 2017-2020 Cypress College Strategic Plan. All travel outside the United States must be NOCCCD Board approved before funding will be considered.

Cypress College Mission Statement

Cypress College enriches students' lives by providing high quality education for transfer to four-year institutions, associate degrees, career technical education, and certificate coursework, as well as basic skills and opportunities for lifelong learning. The college is committed to promoting student learning and success, embracing diversity, and contributing to both the economic and social development of the surrounding community.

1. Select the authorized uses below that best support your request and the Mission of Cypress College. Check all that apply.

Improvement of teaching

Retraining to meet changing institutional needs

Maintenance of current academic/technical knowledge & skills

In-service training for vocational education & employment preparation programs

Development of innovations in instructional & administrative techniques & program effectiveness

Courses & training implementing affirmative action & upward mobility programs

Inter-segmental exchange programs

Computer & technological proficiency programs

Other activities determined to be related to educational & professional development

2. The Cypress College 2017-2020 Strategic Plan specifies three strategic directions. Check the box that most closely aligns with your conference or workshop request. (You may wish to view the complete plan at:

<http://news.cypresscollege.edu/Documents/ir/planning-documents/Cypress-College-Strategic-Plan-2017-2020.pdf>)

Student Success

Organizational Effectiveness & Excellence

Strong Community Connections

3. Briefly describe the objective of this activity and how it will advance the Mission of the College, support the college strategic directions, goals and objectives, and benefit you in your work at Cypress. Your comprehensive, yet concise justification will be used to judge the merit of your application for funding. If you are a presenter, please attach proof of active participation (official invitation or conference program).

4. How will the information you have gained be disseminated to colleagues on this campus?

5. Are you willing to present information in a Professional Development Workshop?

Yes

No

6. Please provide possible dates for a workshop and identify your target audience.

7. If you are funded, you must submit a written report in hard copy and electronically within one month of the activity. Will you allow your written report to be posted on the Professional Development website?

Yes

No

PART 3: PROPOSAL SUBMISSION PROCESS

- Print out this completed Request.
- Attach printed copies of:
 - Conference brochure/flyer/web page with completed registration information
 - Lodging costs (including taxes and fees)
 - Transportation costs (including taxes and fees)
- Sign the Request and submit to dean or immediate supervisor. *Allow time for your dean or supervisor to review and sign the request, and to return the signed paper copy to you prior to the deadline.*
- Scan the completed form and all attachments. E-mail an ELECTRONIC version with documentation attached to conferencefunding@cypresscollege.edu. The printed copy and electronic version **MUST** contain the same information.
- After e-mailing the electronic version, submit the SIGNED HARD COPY with documentation attached to the Professional Development Office (room 135 in the LLRC) .

PART 4: FINAL EXPENSES

District travel procedures require that you fill out the information requested below **COMPLETELY**. **A conference brochure, flyer, and/or web page MUST be attached.** **PLEASE NOTE:** Professional Development will attempt to fund full registration fees. Transportation and accommodation expenses may be partially funded if money is available. We do not fund mileage. Meals that are not included as part of the conference registration will not be funded.

- **Conference Registration**.....
- **Lodging/Hotel Accommodations**.....
When you make your reservation, please ask for total per night charges including all taxes, fees, and applicable charges. Attach documentation.
- **Transportation**.....
Attach documentation for airfare. Professional Development will not pay mileage.

(This line is automatically calculated. Do not enter information.)

SUBTOTAL

- **Identify any other sources of funding for this conference, and enter the amount (include minus sign). List the source and Requisition (RQ) number if available:**

(This line is automatically calculated. Do not enter information.)

ADJUSTED TOTAL

NOTE: Include all expected costs (include taxes and fees). The District WILL NOT reimburse more than the total of this request.

REIMBURSEMENT INFORMATION

- If you are funded, **you will be required to submit both a conference summary and a Travel Expense Report (TER) within thirty (30) days of your travel.**
- **If you travel in June, your paperwork must be submitted immediately** in order to be processed by the end of the fiscal year (June 30th).
- **Important Note:** According to the IRS, reimbursement requests submitted after 60 days may be considered taxable wages and added to your W-2.

PART 5: SIGNATURES

Applicant's Signature

Date

Immediate Management Supervisor or Division Dean: Please verify the following by initialing each applicable statement. Then sign and date the form.

I have identified additional sources of funding that can help support this request and have provided the source name and RQ number in Part 4 of this application.

OR

I have determined that the division/department does not have any other source of funding that could support this request.

I verify that I have reviewed this request for completeness.

Applicant's Immediate Supervisor or Division Dean

Date