

**GUIDELINES FOR FACULTY/STAFF
DEVELOPMENT FUND REQUESTS
FOR 2008-2009**

1. All full-time faculty and classified staff are eligible to apply.
2. A brief explanation from the person submitting the request for funding explaining why they plan to attend and what they expect to gain from attending this conference/workshop. If presenting, explain your role at the conference.
3. Individuals may be awarded one request up to \$300.00 for funds per academic year.
4. The amount of funds awarded will be based on the following standards:
 - A. Up to one half of the total sum requested--but not to exceed \$300.00--for attending a conference or workshop.
 - B. Certain exceptions will be made upon the request and advice of the Superintendent/President.
5. The activity must be recommended by the immediate supervisor and Staff Development Committee prior to the approval of the Superintendent/President.
6. The money awarded cannot be used to pay for substitute instructors or staff.
7. Prepayments made by employee: Reimbursement cannot be made until payments have been made for the conference/workshop. If required to pay in advance, i.e., registration, hotel, flight, employee must submit the original receipts to Fiscal Services. The employee can then be reimbursed from the monies approved by the Staff Development Committee as soon as possible. NOTE: A Travel Authorization form must also be completed.
8. Required: A follow-up written report must be submitted to the Staff Development Committee explaining what was learned, gained, etc. from your participation at the conference.
9. Submit your request to Mary Pringle in Fiscal Services. She can be reached by email pringlem@vvc.edu or at extension 2450.

The CA ED Code provides that a community college district will use "Faculty and Staff Development Funds" to provide:

1. Teaching improvement
2. Maintenance of current academic and technical knowledge and skills
3. In-service training for vocational education & employment preparation programs
4. Re-training to meet changing institutional needs
5. Intersegmental exchange programs
6. Computer & technological proficiency programs
7. Courses & training implementing diversity & upward mobility programs
8. Other activities determined to be related to educational & professional development pursuant to criteria established by the BOG of the CA Community Colleges, including, but not necessarily limited to, programs designed to develop self-esteem

WE, THE COMMITTEE, ENCOURAGE YOU TO APPLY AND ATTEND A CONFERENCE OF YOUR CHOICE.