

**CUESTA COLLEGE
FACULTY PROFESSIONAL DEVELOPMENT FUNDING REQUEST FORM**

Return form to the Faculty Professional Development Committee during the application period. We are only able to fund requests for activities during the current fiscal year. Applications **MUST include a completed and signed [conference request form](#) with all necessary signatures** and only completed applications will be considered for requests to attend or present at a conference.

1

NAME: _____

Division: _____

Extension: _____

Date and Time of Activity: _____

Signature: _____

Date Submitted: _____

2 Please check which box applies to your funding request and submit the listed paperwork with this professional development funding request form.

- Attending a conference:**
 - Attach a **completed and signed** conference request form. Your request form should include all anticipated expenses even if above the amount offered by the Professional Development Committee.

- Presenting at a conference:**
 - Attach a **completed and signed** conference request form. Your request form should include all anticipated expenses even if above the amount offered by the Professional Development Committee.
 - Provide written confirmation of your involvement in the presentation, including documentation that you are representing Cuesta College in your presentation.

- Taking a class (if class credit is being used for a salary increase, Staff Development funds may not be used.)**
 - Attach a claim form outlining class costs.
 - Immediate Supervisor's Signature: _____
 - Describe why you are taking this class _____

3 Please describe how you plan to share what you have learned with Cuesta employees at the off-site professional development opportunity you attended using professional development funding.

4 Amount of Funds Requesting:
Professional Development Funds: (max \$500) _____

Additional Funds you are seeking:

(Specify Funding Source / Account String)

Professional Development Approval _____

Date _____ FPD Tracking #: _____