

Request for Classified Staff Development Funds and/or Travel

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SUBMIT COMPLETED FORM TO PROFESSIONAL LEARNING COMMITTEE STAFF SUPPORT

Name Andrea Trinidad Guzman Date 02/05/2024

Department Enrollment Services Email atrinidadguzman@marin.edu

Title of Activity: Annual Financial Aid Training

☐ Meeting ☒ Conference ☐ Workshop ☐ Credit class ☐ Noncredit class ☐ Webinar

Sponsored by: CCCSFAA

Location: Margaritaville Resort Palm Springs ☒ In person ☐ Online

Dates of Leave: From 03/03/24 to 03/07/24 ☒ All day or hours _____

Describe the job-related benefit of this activity: (Include a web link or attach promotional materials for the event.)

This conference will provide valuable information that will allow me to better assist students with their financial aid applications and teach me about the new and up coming regulations.

After your event, you will be asked to complete a brief survey about the activity.

TITLE V FUNDING AUTHORIZED USES

Activities funded by Title 5 Staff Development Funds must be related to one of the following authorized uses. Please check all categories that apply.

- ☒ 1. Improvement of teaching
- ☐ 2. Maintenance of current academic and technical knowledge and skills
- ☐ 3. In-Service training for vocational education and employment preparation programs
- ☒ 4. Retraining to meet changing institutional needs.
- ☐ 5. Inter segmental exchange programs
- ☒ 6. Development of innovations in instructional and administrative techniques and program effectiveness.
- ☐ 7. Computer and technological proficiency programs.
- ☐ 8. Courses and training implementing affirmative action and upward mobility programs.
- ☐ 9. Other activities determined by the Board of Governors to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including but not necessarily limited to programs designed to develop self-esteem.

BUDGET INFORMATION

All items must be completed or the form will be returned.

Roundtrip transportation:

Car: _____ miles @ _____ /mile = \$ _____ 0.00

Airfare: \$ _____ 268.21

Other: _____ \$ _____

Hotel: Your cost for 4 nights is \$ _____ 1,016.00

Conference fee: \$ _____ 750.00

Meals: \$ _____ 105.00

Other Fees: \$ _____

Total travel cost: \$ _____ 2,139.21


Amount to be paid from Staff

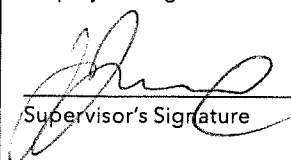
Development Funds: \$ _____

Difference to be paid from other funds \$ _____ 2,139.21

Staff Development FOAP: 11100-51001-52000-601000

SIGNATURES

 _____ 02/05/2024
Employee's Signature Date

 _____ 2/5/24
Supervisor's Signature Date

Chair, Professional Learning Committee Date

Asst. VP of Instruction, Budget Manager Date