

Request for Classified Staff Development Funds and/or Travel

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SUBMIT COMPLETED FORM TO PROFESSIONAL LEARNING COMMITTEE STAFF SUPPORT

Name Joan Paulino Date 02/05/2024

Department Enrollment Services Email jpaulino@marin.edu

Title of Activity: CCCSFAAA- Annual Training/Conference for Financial Aid

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

Sponsored by: CCCSFAAA

Location: Margaritaville Resort Palm Springs ☒ In person ☐ Online

Dates of Leave: From 03/04/24 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.)
The conference covers essential knowledge and skills necessary for enrollment services associates to serve and process financial aid applications for students.

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: \$ 268.20

Other: _____ \$ _____

Hotel: Your cost for 3 nights is \$ 762.12

Conference fee: \$ 600.00

Meals: \$ 110.00

Other Fees: \$ _____

Total travel cost: \$ 1,740.32

Amount to be paid from Staff

Development Funds: \$ 500.00

Difference to be paid from other funds \$ 1,240.32

Staff Development FOAP: 11100-51001-52000-601000

SIGNATURES

Joan Paulino 02/05/2024

Employee's Signature Date

[Signature] 2/8/24

Supervisor's Signature Date

Chair, Professional Learning Committee Date

Asst. VP of Instruction, Budget Manager Date