

**Request for Classified Staff
Development Funds and/or Travel**

PAGE 1 OF 1

SUBMIT COMPLETED FORM TO PROFESSIONAL LEARNING COMMITTEE STAFF SUPPORTName FERNANDO VAREJAS Date 11/21/2024Department CUSTODIAL DEPT. Email FVAREJAS@marin.eduTitle of Activity: Building operations Webinars☐ Meeting ☐ Conference ☐ Workshop ☐ Credit class ☐ Noncredit class ☒ WebinarSponsored by: Building operations CertificationsLocation: _____ ☐ In person ☒ OnlineDates of Leave: From _____ to _____ ☐ All day or hours _____

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

TAKING TRAININGS TO GET MORE KNOWLEDGE IN MAINTENANCE DEVELOPMENT.

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: \$ _____

Other: \$ _____

Hotel: Your cost for _____ nights is \$ _____

Conference fee: \$ 300

Meals: \$ _____

Other Fees: \$ _____

Total travel cost: \$ _____ 0.00

Amount to be paid from Staff

Development Funds: \$ 300.00

Difference to be paid from other funds \$ _____ 0.00

Staff Development FOAP: 11100-51001-52000-601000

SIGNATURES

Employee's Signature

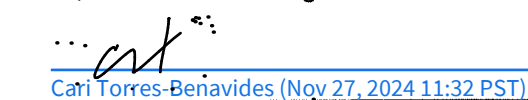
11/21/2024
Date
Karol Dalley (Nov 26, 2024 10:54 PST)

Supervisor's Signature

11/26/2024
Date
Cara Kreit (Nov 27, 2024 10:44 PST)

Chair, Professional Learning Committee

Date


Cari Torres-Benavides (Nov 27, 2024 11:32 PST)

Asst. VP of Instruction, Budget Manager

Date