

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

SUBMIT COMPLETED FORM TO PROFESSIONAL LEARNING COMMITTEE STAFF SUPPORT	
Name Diamond Alexander	Date 3/18/2025
Department Kinesiology and Athletics	Email_dlalexander@marin.edu
Title of Activity: 2025 NACDA & Affiliates Convention	
	Credit class
Sponsored by: National Association of Collegiate Directors of Athle	itics
Location: Orlando Florida World Center Marriot Resort	■In person ■Online
Dates of Leave: From 06/07 to 06/11 🗹 All day or hours	
Describe the job-related benefit of this activity: (Include a web link or attach promotional materials for the event.)  My goals as a professional is to become an athletic director, but in the meantime I would like to gain knowledge and tools that will help guide me to that point, through maximizing my role as an Operations Specialist. Attending this conference would allow me to connect with peers across a wide range of institutions who have started where I am now. Attending this conference last year gave me connections with other young professionals.  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.	
<ul> <li>2. Maintenance of current academic and technical knowledge and skills</li> <li>3. In-Service training for vocational education and employment preparation programs</li> <li>4. Retraining to meet changing institutional needs.</li> <li>5. Inter segmental exchange programs</li> <li>6. Development of innovations in instructional and administrative techniques and program effectiveness.</li> <li>7. Computer and technological proficiency programs.</li> <li>8. Courses and training implementing affirmative action and upward mobility programs.</li> <li>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.</li> </ul>	
BUDGET INFORMATION	SIGNATURES
All items must be completed or the form will be returned. Roundtrip transportation:	Diamond Alexander (Mar 13, 2025 11:04 PDT)  Mar 18, 2025
Car:miles @/mile = \$0	Employee's Signature Date
Airfare: \$498.03 Other: Rental Car \$ 234.43	Mar 18, 2025
Other:         Rental Car         \$ 234.43           Hotel:         Your cost for 4 nights is \$ 873.02	Ryan Byrne (Mar 18, 2025 18:27 PDT)  Supervisor's Signature  Date
Conference fee: \$500	Supervisor's Signature Date
Meals: \$ Other Fees: \$	
Total travel cost: \$ 2,105.48	Chair, Professional Learning Committee Date
Amount to be paid from Staff  Development Funds: \$ 500.00	
Difference to be paid from other funds \$ 1605.48	
	Asst. VP of Instruction, Budget Manager Date
Staff Development FOAP: 11100-51001-52000-675000	