

Request for Classified Staff Development Funds and/or Travel

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SUBMIT COMPLETED FORM TO PROFESSIONAL LEARNING COMMITTEE STAFF SUPPORT

Name Alyssa Graff Date 9/2/2026
 Department PRIE Email ajgraff@marin.edu
 Title of Activity CCCC Professional Development Conference
 Meeting ☐ Conference ☒ Workshop ☐ Credit Class ☐ Noncredit Class ☐ Webinar ☐
 Sponsored by: 4CPD
 Location: Walnut CA In person ☒ Online ☐
 Dates of Leave: From 10/14/26 to 10/16/26 All day or hours All day
 Describe the job-related benefit of this activity: (Include a web link or attach promotional materials for the event.)

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
 Airfare: \$ _____ 283
 Other: \$ _____
 Hotel: Your cost for 3 nights is \$ _____ 492
 Conference fee: \$ _____ 667
 Meals: \$ _____
 Other fees: \$ _____
 Total Travel Cost: \$ _____ 1442
 Amount to be paid from
 Staff Development Funds (max. \$500): \$ _____
 Difference to be paid from other funds: \$ _____

Staff Development FOAP: 11100-51001-52000-675000

SIGNATURES

Alyssa Graff Sep 2, 2026
Alyssa Graff (Sep 2, 2026 12:28:50 PDT)
 Employee's Signature Date
Holly Shafer Sep 2, 2026
 Supervisor's Signature Date
 _____ Date
 Chair, Professional Learning Committee
 _____ Date
 Director of PRIE, Budget Manager