

**Los Rios Community College District  
Staff Development Funds Application**

2021 -  
2022

*PART I - Applicant*

Check all that apply:

- LRCEA       Confidential employees  
 LRSA  
 SEIU

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Division/Department: \_\_\_\_\_

Location:     DO                       FM                       WED

Travel Start Date: \_\_\_\_\_

Time: \_\_\_\_\_

Travel End Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Title/Topic of Activity: \_\_\_\_\_

Website URL: \_\_\_\_\_

Briefly describe the conference or workshop that you would like to attend and explain how it meets professional and institutional goals:

Please check the applicable categories eligible for funding:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Maintenance of current academic and technical knowledge of skills                | <input type="checkbox"/> Retraining to meet changing institutional needs   | <input type="checkbox"/> Computer and technical proficiency programs  |
| <input type="checkbox"/> Course and training implementing equal opportunity and upward mobility programs  | <input type="checkbox"/> Inter-segmental exchange programs   | <input type="checkbox"/> Development of innovations in instructional and administrative techniques and programs effectiveness |
| <input type="checkbox"/> In-service training for vocational education and employment preparation programs | <input type="checkbox"/> Other activities determined 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 |   |

Are you a presenter or coordinator for this event?     Yes                       No

If so, what is the title of your presentation? \_\_\_\_\_

Total amount of staff development funds requested: \$ \_\_\_\_\_      Departmental Contribution: \$ \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*PART II – Supervisor Approval*

**ENDORSEMENT / COMMENTS / APPROVAL**

**Comments:**

Supervisor: \_\_\_\_\_  
Print

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

Dept. Manager: \_\_\_\_\_  
Print

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

*PART III – LRSA Approval*

LRSA Representative: \_\_\_\_\_  
Print

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

## INSTRUCTIONS FOR DISTRICT EMPLOYEES REQUESTING STAFF DEVELOPMENT FUNDS

### **Part I: Completed by applicant.**

- Check the box for your bargaining unit.
- Complete the travel portion: dates, times, location, and applicable funding category.
- Complete the activity portion: title/topic, focus, description, and presenter/coordinator status.
- Sign the application and submit to your supervisor.

### **Part II: Completed by employee supervisor and department manager.**

- Print/type name and signature.

### **Part III: LRSA members must obtain prior approval from the LRSA District Representative (Cindy Velez)**

**Submit:** A completed/approved *District Staff Development Application* with the required support documentation (see list below) to Dr. Victoria C. Rosario, District Director, Human Resources & Support Programs.

**Approval:** A decision will be sent to the applicant and direct supervisor via an email notification. Travel Authorization will be returned to applicant with the budget section completed. Submit to Accounting for prepayment as needed.

### REQUIRED SUPPORT DOCUMENTATION

1. Copy of the brochure, flyer or event description. From a website, print the description page.
2. Registration information. If an online registration, print the completed form or confirmation page.
3. Hotel, flight and other pertinent information to support your application.
4. An approved LRCCD Travel Authorization/Reimbursement Claim (triplicate).

Do not complete the budget string section.

Complete Part II if an advance or prepaid registration is needed.

For further assistance, please visit the <https://employees.losrios.edu/our-organization/committees/staff-development-committee> webpage, contact your supervisor, any member of the District Staff Development Committee, or the HR Training Specialist: 916-568-3106.

### FUNDING GUIDELINES.

1. Funds administered by the District Staff Development Committee.
2. Applicants may receive no more than \$500 per day up to \$1,000.00 per event with up to \$250 additional for in-state travel (maximum \$1,250) and \$500 additional for out-of-state travel (maximum of \$1,500).
3. Funding is limited to \$1,500 per person annually.
4. First come, first served until funds are depleted.
5. Funds must be requested and approved prior to the beginning of the staff development activity.