COAST COMMUNITY COLLEGE DISTRICT
Management Professional and Staff Development Program

APPLICATION FOR FUNDS

Name: _____ Date of Application: _____
Last First MI

Employee ID #: _____ Job Title: _____ Dept: _____

Location: District/DIS ☐ Coastline ☐ Golden West ☐ Orange Coast ☐ Extension: _____

Salary Schedule: Educational Management ☐ Classified Management ☐

Original Hire Date: _____ Hire Date of Current Position: _____

Please Check Appropriate Option:

☐ **Professional Conference**

Event/Workshop: _____ Amount Requested ($1000 Max.): _____

Location: _____ Date of Event: _____

☐ **Education Funds**

☐ Option Ia – Reimbursement for Pursuit of AA or Doctorate Amount Requested ($1500 Max): _____

☐ Option Ib – Reimbursement for Pursuit of BA or MA Amount Requested ($3000 Max): _____

☐ Option II – Release Time for Educational Purpose Date of Class: _____

(Attach a copy of the conference/event brochure; Please follow District travel procedure #0040-5-3)

Objective and Justification: (To include title and description)

Approval is contingent upon the applicant's description of how this activity will meet the criteria outlined in the Management Professional and Staff Development Program Guidelines in the CDMA Management Policy. Please use this space to explain how this activity will help you in your management position in the Coast Community College District.

_____

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_____

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_____ _____
Applicant's Signature Date Supervisor's Signature Date

Signature required from your site's committee representative:

_____ Approved _____ Denied Joycelyn Groot, Director Contract Ed & Ops (CCC) _____

_____ Approved _____ Denied Janelle Leighton, Supervisor Intl Students (GWC) _____

_____ Approved _____ Denied Doug Benoit, Dean of Technology (OCC) _____

_____ Approved _____ Denied Jerry Marchbank, Asst Dir Dist Facilities (DIST) _____

Proposed Board Approval Date: _____ (Managers are responsible for obtaining Board approval)

Return to Donna M. Waldfogel, Director of Human Resources, for final approval

Committee Use Only:

Amount Approved: $ _____ Year to date: $ _____ Budget Number: _____

_____ _____
Donna M. Waldfogel, Director, Human Resources Date