**GENERAL INFORMATION**

**POD Conference Funding is available for travel to conferences and workshops.**

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| Requestor Name: Joe Mountie | Title & Department: Coordinator, Marketing | |
| Phone/Extension: 1234 | Email: jmountie@mtsac.edu | |
| Courses you regularly teach at Mt. SAC: | | |
| Department/Division Office Contact: | | Phone/Extension: |

**\*\* GROUP APPLICATION (3 or more employees attending the same conference)**

* Please submit your applications together. Each employee completes a Conference and Travel Claim Form and a POD Conference Funding application but **only** ***ONE*** justification statement needs to be submitted.
* In your group justification statement please include each person’s name and their role.
* Explain how expenses will be shared and note if there is a group conference rate.
* Describe how your group will work together (pre-conference meeting, coordination plan, post-conference meeting, etc).

1. **FUNDING**

Up to $1800 per year is available per person. How much are you requesting?

## Provided estimate: $ 1072.00

Are you requesting funds for this conference from other sources?

## Other Funding Source: 1234 123456 521000 123456

## Other Funding Estimate: $ 540.00

1. **PROFESSIONAL DEVELOPMENT PLAN ALIGNMENT**

Check all that apply. If your conference does not align with the professional development plan, please check other and explain. [**Professional Development Plan 2016-2018**](http://www.mtsac.edu/pod/documents/pd_plan_6-7-16.pdf)

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| --- | --- | --- |
| 1. **Organizational Development** | 1. **Employee Development** | 1. **Instructional Development** |
| 1. 1.1 Customer Service | 1. 2.1 Employee Engagement | 1. 3.1 Teaching/Learning Best Practices |
| 1. 1.2 Technology Skills | 1. 2.2 Leadership Development | 1. 3.2 Teaching with Technology |
| 1. 1.3 State/Federal Training Requirements |  | 1. 3.3 Student Success/Support Services |
| 1. 1.4 Student Support |  |  |

Other (Please explain):

1. **FUNDING CRITERIA**

Funding is competitive. Please check **ALL** of the criteria options that support that apply.

The activity supports ongoing required certification or mandated training.

The activity supports the improvement in skills or knowledge required of my job.

The activity supports skill development required for a recently acquired position or release time position, new college planning goal, or area of need identified in PIE.

The activity supports staying current in my field.

I have been selected to present at the conference through a competitive process or formal invitation (or have applied to present).

I would be serving as a formal representative of Mt. SAC at this conference.

The activity supports a campus plan or strategic goal where other professional development funds are not available or sufficient.

I am accompanying students to an academic or professional event or conference.

I am attending as part of a team from Mt. SAC (General justification statement must address the need for team participation).

1. **JUSTIFICATION STATEMENT**
2. **JUSTIFICATION STATEMENT**

Describe sessions you will attend, material you will present (if applicable), and how you plan to apply and/or how you will disseminate your learning experience back on campus. Also, please provide a detailed rationale for hotel need if your conference is within a 25 mile radius of Mt. SAC.

SAMPLE STATEMENT: The institute will have various sessions to attend. My goal is to attend the

sessions that promote how to engage students, managers, and peers in a positive way. For example,

positive team building, new technology for engaging students etc. My expectation is to provide guidance

and support on implementing the updated information and current information provided at the institute.

1. **OUT OF STATE OR INTERNATIONAL TRAVEL – ADDITIONAL CRITERIA *(if applicable)***

The Professional Development Council supports *essential* out-of-state and international conference and travel activities and asks funding applicants to reflect on the necessity of these requests and then provide additional information to the Council for funding consideration. Please check the items below which apply to this request and add supplemental materials to your packet, as requested.

I have been selected or tasked to attend this particular conference on behalf of Mt. SAC (include email from individual who made the assignment or minutes from the appropriate committee meeting).

I have been selected to present at this conference through a competitive selection process (include letter from organization in packet).

I was invited to be a featured or keynote presenter at this conference by the hosting organization (include letter of invitation in your packet).

I will be the sole manager, staff, or faculty member accompanying students who are representing Mt. SAC at this event or conference.

There is no in-region or online means to access the unique, essential content I will receive through on-site participation at this conference (Please add a justification statement summarizing similarly themed in-state and/or domestic conferences you explored but will not attend and a rationale that explains the unique attributes of your selected conference).

Other rationale (please add a justification statement supporting your need for out-of-state or international travel).

1. **OUT OF STATE OR INTERNATIONAL TRAVEL JUSTIFICATION STATEMENT *(if applicable)***

Write statement here.

1. **PRINT SUPPORTING MATERIALS**

Please provide the following Information along with this completed application. ***Support materials must be included for your application to be forwarded to PDC for review.***

## Conference Overview/Brochure

## Date(s), Time(s), Location

## Agenda (If no current agenda is available, use agenda from last year’s conference)

## List which meals are included

## Cost of registration

## Lodging costs

## Any other information pertaining to travel reimbursement

1. **SIGNATURE**

I understand that application for funding does not guarantee approval.

I am aware that the legitimacy and merit of the conference is reviewed by PDC in relationship to my role as an employee.

I certify that I have attempted to utilize other available resources for this travel prior to submitting this request.

## Applicant Signature: