Classified Staff Development
Funding Deadlines
2012-2013

The deadlines for submitting completed requests are noon on the following dates:

- August 1 - September/October/November Conferences
- September 1 - October/November/December Conferences
- October 1 - November/December/January Conferences
- November 1 - December/January/February Conferences
- December 1 - January/February/March Conferences
- January 1 - February/March/April Conferences
- February 1 - March/April/May Conferences
- March 1 - April/May/June Conferences
- April 1 - May/June/July Conferences
- May 1 - June/July/August Conferences
- June 1 - July/August/September Conferences
- July 1 - August/September/October Conferences

Please review the guidelines when completing the funding request packet.

Reminders:
1) Be sure to refer to the checklist.
2) The easiest way to get the forms is to download them at the Classified Staff Development Funding website.
3) Late requests will not be reviewed No “after-the-fact” funding.
4) Incomplete requests will not be reviewed.
5) If you do not have a conference brochure by that time, please contact the conference sponsors or check their web sites for details on Dates, Registration, and Hotel to estimate the costs.
6) If driving, use MapQuest or similar and commence your mileage calculation from the College's address.
7) District and college policy does not allow us to pay for individual professional organizational memberships.
8) Please explain in detail how attendance at the conference will benefit you and the students and the college. - Attach a separate sheet if necessary.
9) Priority will be given to those requests where a clear action or benefit is detailed.
   Funding requests must be submitted and requisition created by the treasurer PRIOR to the commencement of an activity –
10) If you want the conference prepaid you must submit all completed paper work 45 days prior to event
11) You must submit all forms: reimbursement claim, receipts attached and conference evaluation, to the Classified Staff Development Treasurer within 30 days after your activity is completed or the District Office will automatically cancel the award.
12) If you fail to do so, the funds will be rolled back into the conference budget and awarded to others.
13) If you have any questions, please feel free to call the Classified Staff Development Chair (Treasurer) or email
14) Funding is not automatic and may be denied based on parameters listed above, funding committee review or senate review.
Classified Staff Development

Funding Amount Guidelines
2012-2-13

Funding Maximums:

I. Total maximum amount per academic year:
A. Conferences/Workshops $1000.00 Full-Time
B. Conferences/Workshops $500.00 Part-Time

II. Limits per category
A. Travel
   1. Airfare - $400.00 within California $500.00 outside California
   2. Mileage - 55.5 cents per mile
B. Lodging
   1. $250.00 per night maximum
C. Meals
   1. $55.00 a day not to exceed # of days of conference.
      Receipts are required for one day non-overnight conference.
D. Registration
   1. There is no funding for organization membership fees.

III. Miscellaneous:
A. Applications must be submitted no more than eight weeks PRIOR to the commencement of an activity –
B. No “after-the-fact” funding. (Conference attendance may occur prior to funding confirmation, but application must be made prior to attendance.)
C. We will prepay registration, lodging and Airfare as long as information is submitted in the proper time frame
D. Classified Staff Development reimbursement requests must be submitted within 30 days of completion of conference or activity.