

**CUESTA COLLEGE**  
**FACULTY PROFESSIONAL DEVELOPMENT REQUEST FORM**

Return form to the Faculty Professional Development Committee during the application period. We are only able to fund requests for activities during the current fiscal year. Applications **MUST include a completed and signed conference request form with all necessary signatures** and only completed applications will be considered.

**1**  
NAME: \_\_\_\_\_

Division: \_\_\_\_\_ Extension: \_\_\_\_\_

Date and Time of Activity: \_\_\_\_\_

Signature: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

**2** Please check which box applies to your funding request and submit the listed paperwork with this professional development funding request form.

- Attending a conference:**
  - ⇒ Attach a **completed and signed** conference request form. Your request should include all anticipated expenses even if above the amount offered by the Professional Development Committee.
- Presenting at a conference:**
  - ⇒ Attach a **completed and signed** conference request form. Your request should include all anticipated expenses even if above the amount offered by the Professional Development Committee.
  - ⇒ Provide written confirmation of your involvement in the presentation, including documentation that you are representing Cuesta College in your presentation.
- Taking a class** (if class credit is being used for salary increase, Staff Development funds may not be used):
  - ⇒ Attach claim form outlining class costs.
  - ⇒ Immediate Supervisor's Signature: \_\_\_\_\_
  - ⇒ Describe why you are taking this class: \_\_\_\_\_
- Other** (if requesting professional development funding for another purpose, please provide a brief description of your professional development activity and a claim form outlining costs):  
\_\_\_\_\_  
\_\_\_\_\_

**3** Please describe how this professional development opportunity will contribute to your service to the college:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4** **Professional Development Funds Requested** (max \$350): \_\_\_\_\_  
**Additional Funds you are seeking** (Specify Funding Source / Account String): \_\_\_\_\_  
\_\_\_\_\_

Professional Development Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_ FPDC Tracking #: \_\_\_\_\_