

# Classified Professional Development Committee Proposal Form

1. Proposals must be submitted at least 15 working days prior to the proposed activity/event.
2. Complete Parts A and B of this form. Attach copies of all support materials (i.e., Travel Authorization Form (TA), event invitation, registration information, itinerary, itemized list of all costs, etc.). *Please note: ALL fees must be included on the TA form. Some booking vendors (example: Concur) have booking fees that do not show up on the initial invoice.*
3. Submit the completed proposal form and supporting documents to the Classified Professional Development Committee (CPDC): FLC-ClassifiedPDC@flc.losrios.edu. The funding sub-committee(s) will notify applicant within 15 working days of the committee's recommendation/approval.
4. Forward the completed original TA to the Business Service Office for further approval.
5. It is the applicant's responsibility to make all personal travel arrangements (i.e., registration fee, lodging, airfare, vehicle rentals, etc.) Time permitting; the Business Services Office can assist in making flight reservations and/or payment of registration fees.
6. Within 15 working days of completion of the activity/event submit Part C of this form to the Classified Professional Development Committee.

**Please contact the Classified Professional Development Committee if you have any questions,  
FLC-ClassifiedPDC@flc.losrios.edu, or go to the Classified Professional Development Committee Insider page for more information.**

## Part A

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

Department: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ TA# \_\_\_\_\_

Name of event/activity: \_\_\_\_\_

Destination/location: \_\_\_\_\_

Date(s) of the event/activity From: \_\_\_\_\_ To: \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager/Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Manager/Supervisor, check if this event/activity is not a requirement of the applicants job duties.

### Funds Requested:

\$ \_\_\_\_\_ CPDC  
 \$ \_\_\_\_\_ Department  
 \$ \_\_\_\_\_ Los Rios Classified Employees Association (LRCEA)  
 \$ \_\_\_\_\_ Other (Specify: \_\_\_\_\_ )  
**\$ \_\_\_\_\_ Your Total Expenses for this activity/event.**

Will additional FLC employees be attending?  
 Yes       No       Unknown

Please provide the amount of funding you have already received for the current fiscal year:

\$ \_\_\_\_\_ CPDC(annual \$800 limit)  
 \$ \_\_\_\_\_ LRCEA (annual \$800 limit)  
 \$ \_\_\_\_\_ LRSA (Los Rios Supervisors Association)

### CPDC USE ONLY

Proposal #: \_\_\_\_\_ Date Received \_\_\_\_\_ Subcommittee Recommendation     Yes     No

Authorized by (CPDC Funding Chair) \_\_\_\_\_ Date \_\_\_\_\_ Authorized by (LRCEA PDC Chair) \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_ Event/Activity: \_\_\_\_\_ Dates: \_\_\_\_\_ TA#: \_\_\_\_\_

<b>Part B</b> Required for funding approval.	<b>Part C</b> To be completed and returned to the Classified SKILLS Committee within 15 working days of completion of the event/activity.
Describe the planned event/activity (What, Where, How, etc.)	Describe your experience at this event/activity.
How will this event/activity enhance your professional growth?	Did this event/activity meet your expectations for professional growth? Please explain.
How will this event/activity benefit the college community?	Did this event/activity meet your expectations for benefit to the college community? Please explain.
<input type="checkbox"/> Individual Proposal <input type="checkbox"/> Multiple attendees/Group proposal. List attendees/group:	Would you recommend this activity/event to others? Why?

Parts A, B, and C have been completed,

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_