Las Positas College

Staff Development
Proposal Procedures

Staff Development proposals are due on the **1st Monday** of each month and are evaluated for approval at regularly scheduled Staff Development meetings. Only proposed activities occurring **after** the Staff Development meetings will be considered.

CHECKLIST FOR STAFF DEVELOPMENT PROPOSAL PACKET
(*All paperwork is the responsibility of the proposer*)

Preparation

- ☐ Obtain a Staff Development Proposal Form from Staff Assistants, Division Administrative Assistants, Mailroom in Building 100, or off the LPC Intranet.
- ☐ Fill out the form completely. *(Incomplete proposals will be returned to the proposer*)
- ☐ Obtain your Dean's or Immediate Supervisor's signature.
- ☐ Attach **all** supporting materials including conference brochures, schedules and registration forms. These documents will be used to evaluate your proposal.
- ☐ If the proposed activity is a conference or an off-campus activity for which expenses will be incurred, attach an original Conference Request Form signed by your Dean or Immediate Supervisor. If your request is approved by the President, a conference number (C#) will be assigned to you by the Business Office.

Submission

- ☐ Submit the complete proposal packet to Staff Development Committee, by the **first Monday** of each month. ***Keep this top instruction sheet to guide you through the report and expense claim process.***

Notification

- ☐ Proposers will be notified about the status of their proposal within one week of the Staff Development Committee meeting. If your proposal is approved, a Staff Development number (SD#) will be assigned to you.

Reports/Claims
(*Reports and Claims must be submitted within 30 days of the activity date. Claims not submitted within this time frame will **not** be reimbursed*).

- ☐ **Reports**: Submit a one-page report by E-mail, by hard copy or a PC disk to the SDC within 30 days of the activity date. A report **must** be submitted before a reimbursement claim will be processed. All reports must include the following:

  - a summary of the activity;
  - the best aspect of the activity;
  - how you will share what you have gained from the activity with the college community.

- ☐ **Claims**: There are two methods for submitting reimbursement.

1. <u>For Conferences or activities off campus</u>

- ☐ Obtain a Conference Expense Claim Form from Staff Assistants, Secretaries or in the mailroom in Building 100.
- ☐ Complete Conference Expense Claim Form
  - include signature of Dean or immediate Supervisor
  - include C# (Conference Number – May be obtained from Business Office)
  - include SD# (Staff Development Number).
- ☐ Attach **all original receipts** (Business Office will not accept photocopies).
- ☐ Submit to a Staff Development committee member or to Building 100.

2. <u>For Non-Conferences Activities or activities on campus</u>

- ☐ Obtain a blank Requisition Form from Staff Assistants or Administrative Assistants or in the mailroom in Building 100.
- ☐ Complete Requisition Form
  - include signature of Dean or immediate Supervisor
  - include SD# (Staff Development Number).
- ☐ Attach **all original receipts** (Business Office will not accept photocopies).
- ☐ Submit to a Staff Development committee member or to Building 100.

Questions? Contact one of the below committee members.

Tobi Bielawski…… 5868
Lettie Camp…… 5823
Giovanni Ortiz…… 4983
LaVaughn Hart… ….. 5847
Frances Hui……..4965

Phillip Manwell…….3082
Barbara Morrissey.....4912
Lucy Sponslor…….4903
Scott Vigallon…….4954
Mark Tarte……3097

Staff Development Deadlines for 2003/04	
Due Dates for Submitting Proposals…	**For Activities Occurring After…**
December 1	December 8
February 2	February 9
March 1	March 18
April 5	April 12
May 3	May 10
June 7	June 14
April 7	April 14
◆ ***First Monday of each month***	◆ ***No Retroactive proposals will be accepted***
◆ ***The end of the fiscal year is June 30, 2004***	

Please note that we can only authorize up to $200 dollars toward registration fees and no other items. (Hotel, food, travel, etc)