**Approval Procedure for Conference Funding**

1. Submit a funding request through Professional Development. (<http://www.craftonhills.edu/faculty-and-staff/professional-development/professional-development-forms/professional-development-conference-funding-request.php>). For a complete description of the guidelines for requests, please visit this Professional Development page: (http://www.craftonhills.edu/faculty-and-staff/professional-development/professional-development-forms/)
2. Whether approved or not, you will be contacted by a member of the Professional Development Committee. If approved, continue to….
3. Contact your Division Dean’s office and fill out the form AC-9, “Request for Conference Attendance” (<http://www.craftonhills.edu/faculty-and-staff/committees/basic-skills-committee/meetings/2015/11-18/ac-9-form.pdf>). This form must have the signature of the Division Dean, Vice-President and President.
	1. If the conference is out-of-state or exceeds $1000, district board approval must be granted; therefore please allow a minimum of an additional 60 days for this process to take place.
	2. After all signatures have been collected please check with your Division’s Administrative Assistant to make sure the completed AC-9 is routed to the correct person.
		1. PD Funds – Colleen Hinds
		2. Equity Funds- Laura Oliver
		3. Basic Skills Funds- Sherrie Loewen
4. Upon arriving back from the conference, please fill out the form AC-10 (<http://www.craftonhills.edu/faculty-and-staff/committees/basic-skills-committee/meetings/2015/11-18/ac-10-form.pdf>). Upon filling out form, please submit form and all receipts within 30 days to your Division Dean’s office.
5. A check will be mailed to you. These requests go through the district and take time to complete.

Approval Procedure for Guest Speaker

1. Submit a funding request through Professional Development, entitled “Application for Professional Development Funding” (<http://www.craftonhills.edu/~/media/Files/SBCCD/CHC/Faculty%20and%20Staff/Professional%20Development/SDform.pdf>).
2. Whether approved or not, you will be contacted by a member of the Professional Development Committee. If approved, continue to….
3. Contact your Division Dean’s office and request a Speaker Contract and W-9 form. You will need 2 official signed copies of the contract (wet copies).
4. These forms must be completed by the contracted speaker, sent back to the Division Dean’s office and await district board approval. As such, it is recommended that completed forms be sent back to Division office 90 days prior to scheduled speaking date to allow to be placed on the monthly district meeting agenda.