**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

2. 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

3. Once you decide to attend a conference, submit AC9 for approval with conference literature. List the amount you are requesting from Professional Development Committee and any other funding source(s). Note: Conferences that are out-of-state and/or expenses greater than $1,000 require Board approval. Ratifications require approval from the President.

4. Attach a copy of the Professional Development Funding Request to AC9.

5. In addition to your Dean's signature, the appropriate manager ( Dean, VPI, President) will need to sign AC9 if using an additional funding source (see below).

6. Once the Professional Development Committee has approved the funds, the Professional Development Coordinator sends the approved Professional Development Funding Request to Alyssa Taylor, Secretary for Office of Instruction to process.

7. Alyssa will confirm attendance to the conference/workshop via email.

8. If Professional Development is the only funding source being used the purchase requisition will be prepared by Alyssa.

9. If there is more than one funding source, Alyssa will inform the appropriate division/department of the amount approved by the Professional Development Committee and the account number to use. It will be the responsibility of the division/department to submit the purchase requisition. The Office of Instruction will identify additional funding sources if available.

10. If you have not investigated any other funding source(s) and your request is over the limit you were approved for by Professional Development you will be responsible for the remaining balance.

11. If you are requesting an advance, in addition to the AC9 you will need to submit an AC10 and Expense Report with the appropriate signatures at least 30 working days prior to the conference/workshop. Please include itemized receipts and conference/workshop literature.

12. Additional Funding Sources:

Basic Skills – Kelli Dower, Dean of Letters, Arts and Mathematics (LAM)
Guided Pathways – Keith Wurtz, Interim Vice President of Instruction
Institutional Effectiveness Partnership Initiative (IEPI) – Keith Wurtz, Interim Vice President of Instruction
Perkins – Dan Word, Dean of Career Education and Human Development
SSSP – Kirsten Colvey, Dean of Student Services/Counseling
Strong Workforce – Dan Word, Dean of Career Education and Human Development
Student Equity – Rebeccah Warren-Marlatt, Vice President of Student Services

13. Due Dates for Board Items:

November 26, 2018 for December 13, 2018 Board meeting
December 17, 2018 for January 10, 2019 Board meeting
February 4, 2019 for February 21, 2019 Board meeting
February 25, 2019 for March 14, 2019 Board meeting
March 25, 2019 for April 11, 2019 Board meeting
April 29, 2019 for May 16, 2019 Board meeting
May 28, 2019 for June 13, 2019 Board meeting
June 24, 2019 for July 11, 2019 Board meeting
July 22, 2019 for August 8, 2019 Board meeting