



FOOTHILL COLLEGE

Staff Revitalization And Professional Conference Funds

Application Checklist

Complete **all** information: Incomplete applications cannot be considered.
Return the application to the Office of Faculty and Staff.

Applications are considered on a first-come first-served basis. The committee will review the applications and award requests on the basis of the professional merit of the conference or seminar.

Checklist

- ___ Answered all questions on both sides of the application.
- ___ Attached a copy of conference/workshop brochure listing dates, registration fees, etc. (Do not send originals – attendee is responsible for submitting registration)
- ___ Obtained Dean's or Department Head's signature (or appropriate alternate).
- ___ Copy of the application for your records. Helpful when completing the Trip Voucher as District forms do not include per diem and mileage rates.
- ___ **IF APPROVED—*You must complete and submit a trip voucher, with original receipts attached, to the Office of Faculty and Staff to receive reimbursement.***

Pat Hyland Dean, Faculty & Staff x7090