

# SAN DIEGO MESA COLLEGE

## STAFF DEVELOPMENT COMMITTEE

Dean Andrew MacNeill, Chair, x2797 • Room G201

### REPORT ON CONFERENCE AND TRAVEL

Applicant: \_\_\_\_\_ Phone Ext. : \_\_\_\_\_

Discipline/Classified Dept.: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Conference Date/s: \_\_\_\_\_

Conference Title: \_\_\_\_\_

Conference Location: \_\_\_\_\_

Funds Requested: \_\_\_\_\_ Funds Awarded: \_\_\_\_\_

Please complete this form and return to Dean MacNeill, room G201, within **TWO WEEKS** of your return to campus at the conclusion of your conference. Failure to return this form in the specified time could jeopardize your consideration for future Staff Development conference and travel funding.

Please submit a written report of the conference attended providing the information requested below. (If additional space is needed, feel free to use the back of this form.) This information will assist in the development of required reports and planning for staff development /FLEX activities. Thank you.

A. Description of the Conference

B. Your evaluation of the conference.

C. Describe how this conference contributed to your staff development and/or professional growth.