

# asucd Staff Development Request Form

The ASUCD Bylaws (Section 604 Authority & Responsibility) requires the completion and approval of this form for all staff/volunteer development and recognition events.

- Find this form in the Student Services Office (MU Room 347) or on the ASUCD Student Services Office webpage.
- Fill the form out completely and collect approval signatures from:
  - Your unit director **AND**
  - The ASUCD Business Manager OR the ASUCD Controller
- Submit form to Purchasing/Accounts Payable Manager of the Student Services Office

*"In order to use staff development or volunteer development funds, the Unit Director must complete and submit a form detailing what the funding will go towards. The ASUCD Controller or the ASUCD Business Manager must approve the request before any funds shall be made available."*

Name(s) \_\_\_\_\_ Unit/Commission \_\_\_\_\_

Type of Event (check one):

- Staff Development/Training     Conference/Meeting     Employee Appreciation/Incentives

Name, Location, and Date(s) of program/course/training:

Total  
Number of  
Days:

Have you attended the same or similar events in the past?

- Yes     No

What are the expected learning outcomes from attending this event? (Please list 3-4)

How do you plan to bring back and share what you've learned?

Total Estimated Cost: Please provide cost breakdown for lodging, food, registration, etc.

Items	Estimated Cost

Will on-campus room rental be required?

Yes  No

Estimated Number of Participants?

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*Note: Subsequent reimbursement request must include a roster with full names of participants in the event.*

Employee Signature & Date:

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Unit Director/Manager Signature & Date:

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ASUCD Controller/Business Manager Signature & Date:

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