

Classified Educational Grant

(For Registration or Tuition ONLY)

GRANT # _____

I am (Check all that apply):

- FT Classified Employee (1 Year of Continuous Service)
- PT Classified Employee (1 Year of Continuous Service with a minimum of 20 Hours per Week)
- SEIU Local 1021 Member
- Unrepresented Classified Employee (Non Union/1021 Member)

PLEASE PRINT CLEARLY:

Employee ID #: _____ Classification # & Title: _____

Name: _____ Email: _____

Department: _____ Mailbox: _____ Phone #: _____

ACTIVITY INFORMATION:

(Attach a brochure / flyer / program with brief description of activity & registration / tuition information showing fees and dates)

Title of Activity: _____

Name & Location of Institution: _____

Start Date: _____ End Date: _____

Registration/Tuition Cost Request: \$ _____

APPROVED AMOUNT: \$ _____

Are you attending this activity during your working hours?

- NO
- Yes, I will be using: Comp Time Vacation Time Personal Time RWW Time
- Other (explain): _____

AGREEMENT: I have read the rules and guidelines printed on the back of this form, and understand the process & procedures involved. If awarded, I will submit the appropriate documents and receipt to the Office of Professional Development ten (10) business days after the completion of this activity.

Applicant's Signature

Date

Supervisor's Authorization

Date

COLLEGE APPROPRIATION NUMBERS ONLY							(Accounting Office Use) CONTROLLER'S APPROPRIATION NUMBER			
FUND	ORGN	ACCT	PROG	ACTV	AMOUNT	Posted By	FUND	INDEX	SUB-OBJ	PROJ/WK

Office of Professional Development Authorization

Date

Classified Educational Grant Guidelines

You must submit:

1. A completed grant application with all of the required documents.
 2. A copy of the institution's brochure or printed information with a brief description of the conference, workshop, seminar, or class.
 3. A copy of the printed registration information showing fees and dates of the activity.
-

General Guidelines:

- ✓ Eligible Classified employees are those who currently work a regular schedule (full-time, or a minimum of 20 hours a week part-time), and have completed one (1) year or more of continuous service at City College of San Francisco. (*Collective Bargaining Agreement between SFCCD and SEIU 1021, 2007-2010, Article 13, Staff Development*).
 - ✓ The completed grant application and required documents must be received by the Office of Professional Development (OPD) within two (2) weeks of the activity start date. After your application has been reviewed, you will receive notification of the decision within 2 weeks. ***Any costs incurred prior to official notification from the Office of Professional Development will be at your own expense.***
 - ✓ You are responsible for the full payment and registration of your activity. (*Books, materials, meals, lodging, and travel expenses are NOT reimbursable*).
 - ✓ Course work must be completed at an accredited and/or professionally recognized institution.
-

Reimbursement Process:

If your application has been approved, you will receive an Expense Reimbursement Form to indicate your expense(s). After the completion of your activity, you must submit the required documents listed below within ten (10) business days from the Ending Date of your activity:

Required Documents for Reimbursement:

1. **Completed Expense Reimbursement Form with your Supervisor's Signature.**
2. **Proof of Payment:** Original receipt(s) showing registration or tuition costs printed on organization's letterhead, copies of bank / credit card statements reflecting payment, vouchers, etc.
3. **Proof of Attendance:** Registration confirmations – letters or emails from the institution, original receipts, invoices, name badges, programs, etc.
4. **Proof of Completion:** Passing Grades (*Official Transcripts must show a final grade of "D" or above or successful completion of the course*), Certificates of Completion, or Verification Letter from the instructor.

Please keep copies of ALL of your original receipts, vouchers, grades, certificates, and bank statements before submitting them to OPD. Reimbursements will be made within 30 days after ALL the required documents have been received.