

PART I: SAC Conference Request Form: Cover Sheet

The purpose of this form is to provide college staff that are interested in attending a conference with the opportunity to address the expected benefits to our student success and equity work at SAC. We are eager to create a climate for innovation and leadership that makes a difference for both current and future students. By submitting this form you are agreeing to be a resource to SAC colleagues who may ask you to share what you learned in a 1:1 consultation or as part of a Professional Development activity. You will be listed on SAC's Professional Development website as a resource. **Note:** This is a required 3 part form. Part I (Cover Sheet) and Part II (RSCCD Conference Request Claim) are required BEFORE you attend and should be submitted to your supervisor a minimum of 2 weeks before you require a response. Part III (Conference Report) is required when you return along with your receipts for reimbursement (if any).

Name	Department	Date
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Signature

Please describe the specific benefits to student success/equity that you anticipate by taking part in this conference.

How does this conference relate to your department's strategic plan or goals?

Would you be willing to present (or co-present) a mini-workshop on the conference event for colleagues at SAC upon your return?

Yes No

Please add any other comments below.

The RSCCD Conference Request Form must be attached.

PART III: SAC Conference Summary



Name: _____

Date: _____

Conference Title: _____

Conference Sponsoring Organization: _____

Conference Description

Blank space for the conference description.

Summary – One Full Page: Please describe the benefits to Student Success & Equity that you gained by participating in this event. How will you disseminate/share this information with your SAC colleagues?

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