



PROFESSIONAL DEVELOPMENT COMMITTEE

Professional Development Workshop or Activity Proposal Form (Flex Days and other Dates)

Complete the Proposal Form and send to fmoy@peralta.edu or msrodriguez@peralta.edu

Facilitator (<i>contact person</i>):	Telephone:		
	Email:		
Projected date(s) of Activity:			
Title (<i>theme</i>) of Activity:			
Proposed (specify if there is a time that will not work for you if this is for Flex Day)			
Date:	Time:	Duration:	College/Rm:
Suggested Class Size			
Minimum:	Maximum:		
Expected Outcomes:			
Description of Activity: <i>Please attach supportive information—brochures, flyers, etc.</i>			

Personnel Involved (*PCCD/Campus Staff, External Consultants, Presenters*):

<u>Name</u>	<u>Title</u>	<u>Telephone</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If you are requesting PD funding for this activity (payment for the presenter or consultant, etc) please provide those details as the presenter needs to be approved in the PCCD system as a vendor, a quote from the presenter describing the activity should be provided, and the funds need to be approved by PDC during a committee meeting. Please attach quotes or other info to your request email and this form if you have them already.

Requester signature : _____ Date: _____

Requester acknowledges that the training/workshop coordination will be now authored and credited to the PDC at Merritt College.

The information below will be filled out by PDC co-chairs.

Date Received by the Merritt Professional Development Committee:

Date of approval by PDC:

Comments:
