

JCU FINANCIAL ASSISTANCE TO ATTEND WORKSHOP ON TEACHING APPLICATION

Please complete the form below and return to the Office of the Academic Vice President. The Associate AVP for Academic Programs and Faculty Diversity serves ex officio as the Chair of the Committee on Research and Service. See the Committee's **General Guidelines** for more information.

When workshop is completed, please submit a brief report of what was accomplished and how your goals were met. A list of expenditures with receipts should be submitted with the final report. Funds may be requested to cover costs associated with the workshop such as registration. Funds for travel and lodging are not included.

_____	_____	_____
Name	Department	Telephone No.
Total Amount Requested: _____		Date: _____

Briefly describe the purpose of the workshop. Include information on the dates, location and sponsorship. (Attach any supporting material.)

Describe your goals in attending the workshop and how material will be used to enhance your teaching:

ASSOCIATE AVP'S USE		
Approval: _____	_____	_____
Associate AVP	Committee	Amount
Check Requested: _____	Report Submitted: _____	_____
Date		Date