



Staff Revitalization and Professional Conference Funds Committee
**Process for Applying for NCORE Funding
(National Conference on Race and Ethnicity)**
De Anza College Office of Professional Development

1. Complete the appropriate Staff Revitalization and Professional Conference funds Faculty or ACE/Classified conference application.
2. Attach the support documentation requested on the Conference Funds Application.
3. Sign your application . . . have your supervisor, manager, or dean also sign your application.
4. **Faculty:** You may refer to the **Supplemental Questions Evaluation Rubric** to further understand the committee's scoring criteria. Then **Complete the NCORE Supplemental Questions** at <https://forms.gle/Eyg3RNoEZdAnVyYz8>.
5. **Classified Professionals:** Classified professionals applying for NCORE funding will be considered on a first-come-first-served basis by the committee (as per the ACE contract) and **are not** required to complete the supplemental questions.
6. Turn in your application packet at the Office of Professional Development or leave it in the Office of Professional Development mailbox in the Admin mailroom **by February 13th.**
7. The Staff Revitalization and Professional Conference Funds Committee will meet to consider all NCORE applications at the end of February.
8. Award packets and letters will be emailed to all applicants.
9. We will create a De Anza College Group on the NCORE Registration site (so you can get a discount on your registration fee) and will provide the link to that page for all who are funded as soon as possible after the NCORE conference funds meeting (so you can also take advantage of the early-bird deadline).
10. Enjoy the conference from May 26 - May 30.
11. Your NCORE trip voucher, provided in your award packet, will be due at the Professional Development Office or mailbox **by Tuesday, June 30.** All expenses should be reported on that single trip voucher for processing.
12. It takes 10 – 14 days for processing trip vouchers and your reimbursement check will be sent to you at your home.

HAVE QUESTIONS? Contact Dawn Lee Tu, Director of Professional Development anytime at leetudawn@deanza.edu