# Individual / Group Learning & Growth Request Form

Include a course information page with request

<table>
<thead>
<tr>
<th>Employee/Group Viewing Host Name</th>
<th>Email</th>
<th>Department/Phone Ext</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Title of Learning Event (Workshop/Webinar/Course)</th>
<th>Type of Learning Event</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Date/s (inclusive)</th>
<th>Location</th>
<th>Organization Offering Course</th>
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<tbody>
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<tr>
<th>Cost</th>
<th>Projected Learning Time</th>
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<tbody>
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<td></td>
<td>(Days) (Hours)</td>
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Recommended by supervisor? Yes / No

Personal statement of expected benefits to job/library/self:

_____________________________________________________________________________________________
_____________________________________________________________________________________________

I am requesting:  
(Select one from each column)

- ☐ To be completed during paid work hours
- ☐ Paid time off-site (travel form required)
- ☐ To be completed during unpaid personal time
- ☐ Leave without pay (attach form)

By signing this request, I agree to submit a thoughtful reflection on the quality and value of this workshop/course.

Employee Signature  Date

Supervisor’s Comments and Recommendations:

Supervisor’s Signature  Date

Department Head Comments and Recommendations:

Department Head Signature  Date

* If no cost is involved, only direct supervisor and Dept. Head approval is required – submit after obtaining those two signatures.

AUL Organizational Development & Effectiveness Approval

AUL-ODE Signature  Date
Individual / Group Learning & Growth Request Form Instructions

Types of Learning Events
• UCSB academic course - Include Reduced Fee Enrollment form
• UCSB Learning Center course – If a fee is associated with a class, we will arrange a Departmental Recharge.
• Non-UCSB local activity – Santa Barbara and surrounding area include Travel Request form.
• Non-UCSB face-to-face course – If off-campus travel is necessary include Travel Request form.
• Non-UCSB online course - Communicate with Learning Organization Librarian to set login/password access.

Employee:
1. Fill out the top section of the Learning & Growth Request Form.
2. Indicate whether this learning event was recommended by your supervisor or was selected by yourself.
3. Write a personal statement of expected benefit/s to your job, the library as a whole, and/or the university. Do not copy/paste course description.
4. Attach a copy of the course information, including cost if any, with your request.
5. Indicate how the time spent on the course will be handled.
6. Indicate how you are requesting the costs be handled.
7. If leave from work without pay is requested, attach appropriate form.
8. Read the feedback disclaimer and sign/date the form.
9. Submit to your immediate Supervisor.

Supervisor:
Provide a recommendation/comment about this learning event for the employee.
Sign and date the form.
Submit form and accompanying course information to your Department Head.

Department Head:
After review, sign and date the form.
Submit form and accompanying course information to AUL-ODE/Deputy University Librarian if cost is involved. If there is no cost, direct to the Learning and Growth Assistant.

AUL-ODE/Deputy University Librarian:
Final approval is required whenever there are costs involved.

Learning and Growth Assistant:
Scan form with all approval signatures and email to Employee and Supervisor.
Assist with enrolling employee into the course and process payment.
Enter course information into employee’s training transcript and training expense spreadsheet.
Sends Feedback request to employee after course completion.

Payments are processed by the Learning and Growth Assistant and/or the Library Accounting Department.
In rare cases if it is necessary for the employee to pay upfront, reimbursement can be requested afterwards. Reimbursement after approval requires a zero-balance receipt and/or proof of credit card charge and takes about 10 days. Registration costs are the responsibility of the requester if approval is not given.

For UCSB campus charges, provide the Library recharge number: 8-605023-19900-3