

# Professional Development Funding Request

Submit to Department PD Funding Committee with expense forms & supporting documentation as required by college policies & procedures.  
**NOTE:** Only one section request per form, e.g. submitting conference travel & purchasing books? Complete two forms.

## **NEED MORE INFORMATION?**

**Go to:** CSCC Policy & Procedure 9.06 (A) at: <https://www.csccl.edu/about/policies-procedures/9-06A.pdf>

**OR E-Mail:** ProfDevFund@csccl.edu

Name: \_\_\_\_\_ Department: \_\_\_\_\_

## **SECTION ONE: FUNDING REQUEST TO ATTEND EVENT (e.g., conference, meeting, workshop).**

Event or Conference Name:

PURPOSE? Check all that apply.

- maintain/renew/establish the licensure/certification/credentials for offering/teaching/supervising a course/program
- maintain/renew/establish course/program accreditation
- gather/discuss ideas or generate support towards a curricular update or new course/program offering
- obtain professional development or continuing education related to accreditation/curriculum
- obtain professional development or continuing education related to pedagogy/techniques/technologies
- gather/discuss ideas or generate support towards initiatives to promote student success and the College's mission other (please concisely describe) \_\_\_\_\_

What is your role at the event? Check all that apply.

Attendee      Presenter      Moderator      Officer      Voting member/delegate      President

Other (please concisely describe) \_\_\_\_\_

## **SECTION TWO: FUNDING REQUEST TO HOST ON-CAMPUS EVENT (e.g., presentation, training, workshop)**

1. Event Name: \_\_\_\_\_

2. Please attach a one-page summary, detailing the event and breakdown of the event's costs. Explain the relevance/importance of the event, as well as the audience the event is intended to serve.

## **SECTION THREE: FUNDING REQUEST FOR PURCHASES (e.g., memberships/dues, subscriptions, books). Items Requested?**

Check all that apply.

Professional Organization Membership Fees

Books or Publications

(NOTE: CSCC Bookstore order requests must have Dept PD Committee, Chair, Dean, and Academic Affair approvals.)

Periodicals/Journal Subscriptions

Licensure, CEU's or Exam Fees

Other Items (Please describe) \_\_\_\_\_

Name of Professional Organization, Licensure or Exam, Publications or List of Books:

\_\_\_\_\_  
\_\_\_\_\_

**PD FUNDING HISTORY SECTION – List all PD funding received for the past two years.**

- List the name, site location (when applicable) and college amount funded.
- Include attachments if necessary.

Event Attended or Item Purchased using PD Funds	Month & Year	Amount Funded
		\$
		\$
		\$
		\$
		\$
		\$
		\$

**Additional Information** – If there is anything else you want your department’s PD Funding Committee and/or the FETPD Committee to take into consideration regarding this request? Please succinctly provide that information here.

**Total Amount Being Requested** – How much are you requesting for this event/item(s)? \$ \_\_\_\_\_

*Please note: After the PD event or purchase has been completed, and the expenses have been paid/reimbursed, you must email the chairperson of your department’s PD Funding Committee to state the total amount that the College actually paid/reimbursed towards the event/purchase. Please send that email in a timely manner.*

\_\_\_\_\_  
Faculty Submitting Request (print) Faculty Submitting Request (signature) Date

**REQUESTS BEFORE MARCH 31 of Academic Year:**

To be completed by your Department’s PD Funding Committee:

\_\_\_ Approved – Amount approved: \$ \_\_\_\_\_

\_\_\_ Not Approved – Rationale, if **not** approved:

\_\_\_\_\_  
Department PD Committee Representative (print) Department PD Committee Representative (signature) Date

**REQUESTS APPROVED with FETPD Funding. Attach approval e-mail & route to Dept Chair.**