Application for Professional Development Funding

NMSU‐A Professional Development Sub‐Committee

Before traveling, please notify Sandy Dicks, Business Office 439.3602

Note: one form per opportunity/event

Name: _______________________________ Date of Application: ____________

E‐mail: _______________________________ Office Phone # ________________

Name of Supervisor Writing Letter of Support: ______________________________

Name and Dates of Opportunity:

ATTACH TO FORM: _____ABSTRACT _____INVITATION _____AGENDA _____OTHER AVAILABLE DOCUMENTATION

Opportunity/Event: _______________________________ Dates: __________________________

Destination: _______________________________ __________________________

Explanation for Funds Requested:

This event is: _____National _____Regional _____Recurring _____Non‐recurring/Unique

Total amount requested: $ ___________ Remaining Funding Source ______________ Index# ______

_________________________Travel ________________________Lodging ________________________Meals

_________________________Registration Fees ________________________Other (attach list)

Previously received P.D.C. funding _____No _____Yes (Amt P.D.C. awarded) $ ____________

Funding Guidelines:

_____ 1) Presenting (up to 90%) (course, seminar, conference, workshop, training)

       ____ Single       ____ Part of a group

_____ 2) Attending (up to 80%) (course, seminar, conference, workshop, training)

       ____ Face 2 Face       ____ Online       ____ Receiving award
Requirements for Professional Development Funding:

How will this support the NMSU-A Strategic Plan? (Check one or more below.)

_____ 1) Professional development that will give the recipient the ability to provide students with the knowledge to succeed in the workforce and/or establish a foundation for further education.

_____ 2) Professional development that will give the recipient the ability to a) foster engagement with the local community in activities that support the mission of the community college and serve the needs of the local citizens; and/or b) offer appropriate courses to enrich the lives of our students and, in turn, supply the region with a highly-trained workforce.

_____ 3) Professional development that will give the recipient the ability to help generate external funding.

_____ 4) Professional development that will give the recipient the ability to discover and disseminate the benefits of diverse cultures, lifestyles and faiths that define our community college membership.

How will the individual share this opportunity with the campus?

_____ Campus presentation  _____ Share with department  _____ Other training

Checklist for Request Submission:

1) Must be submitted to PDC:

   NOTE: Application MUST be complete before review.

   ____ Application
   ____ Department Index Number
   ____ Event Documentation
   ____ Letter of Support

2) Must be submitted to Business Office:

   ____ Department P.O. for pre-paid/reimbursement charges
   ____ Event Documentation

   REMINDER: It is your responsibility to submit all of your paperwork to the Business Office. It is needed for travel approval and budget-tracking.

NOTE: In the event of limited funds, priority may be given to an applicant who has not previously received an award.

For Committee Use Only: ____ Application  ____ Index#  ____ Event Documentation  ____ Letter of Support

Approved: $__________________  Priority ________  ________%

P.D.C Chair ______________________________  Date ______________

Email sent to Recipient, Supervisor and Business Office on this date: ______________________________

Administration Approval:

______________________________________________  ______________________________
Dr. Ken Van Winkle  Antonio Salinas, Jr.
President  VP for Business and Finance