PD FORM 2: This form is to be used for funding requests of $100 or less.

Before activity, 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:** ___________________________________________

**Supervisor is aware of your request:**  __________ Yes  __________ No

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**Name and Dates of Opportunity:**

ATTACH TO FORM:  ____ABSTRACT  ____INVITATION  ____AGENDA  ____OTHER AVAILABLE DOCUMENTATION

**Opportunity/Event:** ___________________________________________  **Dates:** __________________________

**Destination:** ___________________________________________ ___________________________________________

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**Explanation for Funds Requested:**

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

**Total amount requested:** $____________________________

____________________ Travel  ____________________________ Lodging  ____________________Meals

____________________ Registration Fees  ____________________Other (attach list)

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Revised 9.12.18
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:          2) Must be submitted to Business Office:

   NOTE: Application MUST be complete before review.

   Application
   Event Documentation

   Supervisor Notified Yes No

   Event Documentation approval and budget-tracking.

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

   Administration Approval:

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