



ALAMOGORDO

# 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 on form of Supervisor 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: \$ \_\_\_\_\_ Department Contribution \$ \_\_\_\_\_

Index# \_\_\_\_\_ Personal Contribution \$ \_\_\_\_\_

\_\_\_\_\_ Travel \_\_\_\_\_ Lodging \_\_\_\_\_ Meals

\_\_\_\_\_ Registration Fees \_\_\_\_\_ Other (attach list)

Have you previously received P.D.C. funding this fiscal year? \_\_\_\_\_ No \_\_\_\_\_ Yes

If yes, what was the amount awarded? \$ \_\_\_\_\_

### **Funding Guidelines:**

\_\_\_\_\_ 1) **1<sup>st</sup> Annual Request:** 100% of funding after department/division contribution

\_\_\_\_\_ Face 2 Face \_\_\_\_\_ Online \_\_\_\_\_ Receiving an award

\_\_\_\_\_ 2) **2<sup>nd</sup> Annual Request:** 50% of funding after department/division contribution

\_\_\_\_\_ Face 2 Face \_\_\_\_\_ Online \_\_\_\_\_ Receiving an award

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**Requirements for Professional Development Funding:**

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

- \_\_\_\_\_ 1) Recruitment: a) Expand marketing to encourage divisions to advertise course and program offerings that are appealing and meaningful for workforce development or academic success. b) Improve NMSU-A's community outreach, service and engagement by promoting communication and cooperation with university stakeholders through community education. c) Increase the number of online degrees and certificate programs while also increasing the opportunities for completion of higher degrees while remaining in the area.
- \_\_\_\_\_ 2) Retention: a) Foster student engagement at all levels. b) Provide required professional development on engaging students to promote success.
- \_\_\_\_\_ 3) Completion: a) Help students attain desired educational goals.
- \_\_\_\_\_ 4) Placement: a) Help students meet transfer requirements for higher degrees. b) Help students obtain jobs in their career field.

How will the individual share this opportunity with the campus?

\_\_\_\_\_ Campus presentation      \_\_\_\_\_ Share with department      \_\_\_\_\_ Other training

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**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
- \_\_\_\_\_ Department Index Number
- \_\_\_\_\_ Event Documentation
- \_\_\_\_\_ Supervisor Support Form

- \_\_\_\_\_ 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    \_\_\_\_\_ Supervisor Support

Approved: \$ \_\_\_\_\_ Priority \_\_\_\_\_ % Department Amt: \$ \_\_\_\_\_

P.D.C Chair \_\_\_\_\_ Date \_\_\_\_\_

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

**Administration Approval:**

\_\_\_\_\_  
Dr. Ken Van Winkle  
President

\_\_\_\_\_  
Antonio Salinas, Jr.  
VP for Business and Finance