



Staff Professional Development Application

The Staff Professional Development Fund is available to help support job-related training that is directly related to enhancing job skills and professional development. In many cases, this funding is more appropriately provided by your department budget. When this is not possible, the Staff Professional Development Fund may be able to assist you. You must have written approval from: (1) your immediate supervisor that this training is recommended, and (2) the appropriate Senior Staff Member. This application must be submitted 30 days in advance of the training rather than as a reimbursement request. Applications will be reviewed until funds are depleted.

Please attach another page if needed.

Applicant: _____ **Job Title:** _____

Department: _____ **Immediate Supervisor:** _____

Program Description: (Please attach a brochure or printed description)

Title of the Program: _____

Date(s): _____ **Location:** _____

Basic content of the program:

How the program is related to your job responsibilities?

How will it contribute to your job performance?

Program Fee/Training Cost: \$ _____ (Attach itemized budget request.)

Amount of Department Contribution: \$ _____

Amount Requested of Staff Development Fund: \$ _____

Approval Signatures:

Immediate Supervisor _____

Senior Staff Member _____

Initials of Staff Development Committee members review and approval.	
_____	_____
_____	_____
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<b>Amount awarded: \$</b> _____	