

# Request for Professional Development Committee Funds

Name (Requestor):

Department/Division:

Date(s) Requesting:  through

Conference/Event Title:

Destination:

Purpose: (attending or presenting; officer or member of the organization; why you wish to attend this particular conference/event)

What benefit to the college will be gained from your attendance at this conference/event?

Will others be attending this conference/event with you?  Yes  No  Unsure

E-mail to Supervisor/Chair

Where/how do you expect to present this information (please check all that apply)

PD<sup>2</sup>  Departmental Meeting  Division Meeting  Faculty/Staff Meeting  Other

Total projected cost:

Div/Dept/Grant funds approved:

E-mail to PD Chair

Amount PD request\*:

Supervisor/Chair Signature

Request:  Approved  Disapproved PD Chair Signature

Amount Approved:

Date Approved:

E-mail to Requestor

E-mail to Business Office

E-mail to Academic Affairs

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## Certification Section - To be completed by Supervisor

Date of Presentation:

Signature:

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*\*Refer to guidelines requesting PD funds*

Professional Development Committee funds provide opportunities and activities to faculty and staff to develop professionally. Since the funds are limited, the following guidelines will be applied for equity of distribution.

1. Funds can be requested for in order of importance
  - a. Professional Conferences
  - b. Seminars/ Workshops/ Webinars
  - c. Other proposals may be considered if funds are available (examples: personal development, guest speaker at Convocation, etc.)
2. Funds can be used for:
  - a. Registration/ Fees
  - b. Lodging
  - c. Per Diem/ Meals
  - d. Parking Fees for School Vehicles only
  - e. Travel (exceeding 350 miles one way will be considered if within KCTCS policy)
  - f. Airfare to be provided by the division to pay per person
3. Funds will be prioritized in the following order:
  - a. Full-time Regular Non-Grant Faculty and Staff
  - b. Full-time Temporary Faculty and Staff
  - c. Part-time Regular Faculty and Staff
  - d. Adjunct and Part-time Temporary Staff (in conjunction with Full-time Faculty and Staff)
  - e. Grant Faculty and Staff
4. Fund requests limited to:
  - a. Two requests per person per fiscal year
  - b. Combined total not to exceed \$1500
5. No more than 60% of the annual PD budget will be dispersed prior to January 1<sup>st</sup>
6. Process the requesting funds:
  - a. Request funds from division/ department first
  - b. Absence/ Leave forms need to be attached with the *Request for PD Form* and must include a breakdown of where the funds will be used
  - c. Complete *Request for Professional Development Committee Funds* form submitted to Dr. John Davis **by noon one week** prior to the meeting dates (keep in mind the time required to pay registration fees according to Business Office policy):
    - i. **Meetings will be the second Tuesday the college meets each month**
  - d. The requester will attend a regularly scheduled PD committee meeting and present his/ her request, which must include plans for conducting PD with colleagues.
  - e. Following the meeting, you will be notified of the decision.
  - f. After you have presented your PD locally, your supervisor must complete the certification section on the *Request for Professional Development Committee Funds* form. Failure to receive this certification will result in a loss of privilege of receiving PD funds for the next two fiscal years. Certification must be completed by May 31<sup>st</sup> of the current fiscal year.