



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 :** \_\_\_\_\_

### **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)**

**Previously received P.D.C. funding** \_\_\_\_ **No** \_\_\_\_ **Yes (Amt P.D.C. awarded) \$** \_\_\_\_\_

### **Funding Guidelines:**

\_\_\_\_\_**1) 1<sup>st</sup> Annual Request:**

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

\_\_\_\_\_**2) 2<sup>nd</sup> Annual Request:**

\_\_\_\_\_**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/division      \_\_\_\_\_ Other training

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### **Checklist for Request Submission:**

1) Must be submitted to PDC:

**NOTE:** Application MUST be complete before review.

\_\_\_\_\_ Application

\_\_\_\_\_ Department Index Number

\_\_\_\_\_ Event Documentation

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.

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Supervisor Signature & Date

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:**

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Dr. Mark Cal  
Chief Executive and Academic Officer

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Antonio Salinas, Jr  
VP for Business and Finance