



Application for Professional Development Funding

NMSU-A Professional Development Sub-Committee

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

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: \$ _____

_____ Travel _____ Lodging _____ Meals

_____ Registration Fees _____ Other (attach list)

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:

NOTE: Application MUST be complete before review.

_____ Application

_____ Event Documentation

Supervisor Notified _____Yes _____No

2) Must be submitted to Business Office:

_____ 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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For Committee Use Only: _____Application _____Event Documentation

Approved: \$_____

P.D.C Chair _____ Date _____

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

Administration Approval:

Dr. Mark Cal
Chief Executive and Academic Officer

Antonio Salinas, Jr.
VP for Business and Finance