

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	SNo
Name and Dates of Opportunity: ATTACH TO FORM:ABSTRACTINVITATION	_agendaother available documentation
Opportunity/Event:	Dates:
Destination:	
Explanation for Funds Requested:	
This event is:NationalRegional	Non-recurring/Unique
Total amount requested: \$	
Travel	LodgingMeals
Registration Fee	esOther (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: 2) Must be submitted to Business Office: **NOTE**: Application MUST be ____ Event Documentation complete before review. **REMINDER:** It is your responsibility to submit all of your paperwork to the Application Business Office. It is needed for travel ____ Event Documentation approval and budget-tracking. Supervisor Notified _____Yes ____No PD FORM 2: This form is to be used for funding requests of \$100 or less. _____Application _____Event Documentation For Committee Use Only: Approved: \$_____ P.D.C Chair _____ Date ____ Email sent to Recipient, Supervisor and Business Office on this date: Administration Approval: Dr. Mark Cal Antonio Salinas, Jr. VP for Business and Finance Associate Campus Director

Vice President for Academic Affairs