

OS PROFESSIONAL DEVELOPMENT FUND - Application Form

Name: _____ Division: _____

Purpose:

Professional development is an opportunity to attain new skills or knowledge that will enhance a staff member's performance and benefit Keene State College and to assist staff with professional advancement. The fund was established to provide support for unanticipated professional development opportunities.

Proposal:

Please describe your proposal and state its benefits to both you and the College (use additional page, if necessary):

Registration deadline for conference/workshop/program: _____

Funding:

Departmental support is expected.

Itemized expenses: _____ (registration fees, tuition, etc.)
_____ (lodging)
_____ (travel expenses)
_____ (other)

Total Cost: _____

(Department Contribution) _____

Amount Requested: _____ **(not to exceed \$500)**

Expenses for Workshop: completed forms for expenses covered by the Fund must be submitted to the Office of Human Resource Management within two weeks following the workshop. Expenses are charged to the Professional Development Fund, 5U0000 KECSTC, i.e., 710100.

Expenses submitted late will be charged to your department.

Over please

Supervisor's Endorsement and Comments:

Supervisor's Signature/Date

Staff Member's Signature/Date

Report Required to Supervisor: Within a month of your return from your trip, you must submit a brief, written report to your Supervisor with a copy to the Professional Development Committee c/o Office of Human Resource Management. This report should include information on what you learned from your professional development experience and whether you would recommend it to others. A copy of your report will be placed in your personnel file in the Office of Human Resource Management.

Failure to submit a report shall result in your not being eligible for future Professional Development awards.

Amount approved by Committee/Date