# SHORELINE COMMUNITY COLLEGE

**CLASSIFIED PROFESSIONAL DEVELOPMENT FUNDS APPLICATION**

***(Application must be received no later than Friday of the 2nd week of Spring Quarter)***

**PROCEDURE FOR REQUESTING PART-TIME PROFESSIONAL DEVELOPMENT FUNDS**

\_\_\_\_\_1. Complete the entire application below *(prior to the date of the activity when requesting travel reimbursement)* and submit it to the chair of the Classified Professional Development Committee for approval and signature. Include information regarding cost breakdown and other sources of funds.

***In addition to the application form, you will need to submit the following***

*:*

\_\_\_\_\_2. **Travel:**  a [Travel Requisition Form](http://www.shoreline.edu/intranet/Travel%20Requisition%201-4-10.xls) requesting "permission to travel" including the listing of **all estimated expenses.**

Attach all information regarding the conference/event. Submit completed Travel Requisition Form and attachments to the chair of the Classified Professional Development Committee approval/signature. This process must be completed prior to the activity, although reimbursement will not be made until after the event has occurred. Approved travel requests will be forwarded to the business office and held until a [Travel Expense Voucher](http://www.shoreline.edu/intranet/TEV%202010-Revised%201-13-10.xls) and receipts are submitted after the conference/event has occurred. ***Submit*** ***original*** ***receipts and documentation within 10 calendar days upon return from travel in order to ensure reimbursement.***

\_\_\_\_\_ 3. **Tuition/Books/Journals/Software/Membership Dues:** an [Invoice/Payment Voucher](http://www.shoreline.edu/intranet/forms/Invoice-Payment%20Voucher%20A-19%204-2-09.xls) requesting reimbursement of the total amount expended and describing the item must be attached to the application.

***Attach original receipt(s) to the Invoice/Payment Voucher***.

**APPLICATION**

**Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Division\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone (Office or Home)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-Mail\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose for Requested Funds\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Give a brief explanation of how the activity/expense relates to and will enhance your professional development at SCC.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Date & Location of Activity\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| Total Cost of Professional Development Activity or Expense:    (Minus) amount of Professional Development Funds available from other sources  List source(s) of above funds\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Total out-of-pocket expenses (not covered by other available source(s) of funds)  **Amount requested from this fund** *( $250 limit unless for a conference which is limited to $300)* | $\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_  $\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. This training is not scheduled during my work time. I am requesting registration/material(s) fee(s) only.
2. This training occurs during my regularly scheduled work time. I wish to request the following:

Request to modify my work schedule to make up time lost during this training time

Request for unpaid release time to attend this training.

Request for paid release time to attend this training

**Applicant Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant: Submit completed application with Travel Authorization or Invoice/Payment Voucher and supporting documentation *(see procedure above)* to the chair of the CPD Committee for signature well in advance of the date of activity.

**Supervisor Review:**  Recommend  Not recommend

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CDP Review:**  Recommend  Not recommend Funding Amount Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HR Review:**  Recommend  Not recommend Funding Amount Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GUIDELINES FOR AWARDING FUNDS**

**Mission** To financially support and enable classified employees to attend training that will enhance their current job performance and / or provide professional and personal growth opportunities.

**Definition** Training is defined as any job-related training, seminar or workshop, including public seminars, continuing and community education programs, conferences and vocational training, etc.

**Obligation** As a recipient of CPD funds you have an obligation to do either of the following: 1) Make an oral presentation to the CPD committee or a classified staff event **OR** 2**)** Write an article related to your funded activities

Failure to do one of the above will result in denial of all future CPD training funds.

Funding for permanent Classified Staff is limited to a maximum of $250 per fiscal year. However if the request is to attend a conference the dollar limit may be increased to a yearly maximum of $300. If additional funding is available at the end of the academic year and a person’s conference expenses exceed the $300 limit or their training expenses exceed the $250 limit, they may apply for additional reimbursement based on previously approved and documented expenses.

*Amounts of additional awards will vary with consideration given to excessive expenses. The CPD Committee will make all decisions regarding unexpended funds and will make every effort to do so in a fair and equitable manner.*

**Deadlines:** *Activity must occur during the current fiscal year, unless registration must be paid before the end of the current fiscal year and the conference is in the next fiscal year.*

* Last day to submit Application for Professional Development Funds for prior approval of activities -- **Friday of the 2nd week of Spring quarter**.
* Last day to furnish receipts and travel documentation to CDP Committee who will submit for reimbursement -- **Ten calendar days after return from travel or payment of other expense.**

**Criteria:**

* Funds will be disbursed on a first-come, first-served basis until depleted.
* All requests will be evaluated by the Classified Professional Development Committee.
* Applications will be reviewed within a week of receipt if all paperwork is complete in order to provide reimbursement in a timely manner.
* If your request for funds is approved, you will be notified and the paperwork will be forwarded to the Business Office for payment/reimbursement.
* Equal consideration will be given to any activity for initial disbursement of funds up to $250 for professional development and $300 for conferences.
* In the event that monies remain after all initial awards, the committee will review existing applications and award additional funds in the following order of priority:
* Conferences, classes, meetings or educational activities.
* Professional membership dues.
* Journals, books, and software.
* Amounts of additional awards will vary with consideration given to excessive expenses. The Classified Professional Development Committee will make all decisions regarding unexpended funds and will make every effort to do so in a fair and equitable manner.

**Procedure for review of requests:**

Employee completes a "Professional Development Request" form providing the necessary information.

Request will be submitted to the Chair who will prepare a voting email. If the request is approved, the employee will be notified within one week by the Chair. If the request is denied, the Chair will respond in writing within one week with the reasons.

Criteria for Evaluating Requests:

* Did employee provide all of the needed information? (if not, send back)
* Does the program/workshop/conference support training related to current job or job-related growth?
* If this is a program that has been/will be offered on-site; does the program offer significantly greater depth to justify going off-site?
* Has this employee attended training during the past 12 months and exceeded the maximum limit per fiscal year?
* If a previous PDC fund recipient, has the employee met oral/written presentation obligations?