

# ADMINISTRATIVE ASSEMBLY PROFESSIONAL DEVELOPMENT FUNDS APPLICATION

Administrative Assembly Professional Development Funds are intended to help assembly members, preferably active members of the organization, pursue professional development opportunities such as conferences, seminars, or workshops that will improve their knowledge or skill base for their position at Lee College. **Professional development funds can only be used for training/workshops/conferences that pertain to the applicant's specific job.**

Administrative/Administrative Support personnel may request up to \$500 for professional development annually. Applications need to be submitted a minimum of two (2) weeks prior to the event. Seminar documentation must be attached to this application. Applications submitted without documentation will be denied.

In addition, an application will be considered if submitted within two (2) weeks from the conclusion of the event when the event is attended at the last minute. Reimbursement after the fact is **NOT** guaranteed.

**Eligibility for Funds:**

Any requestor for professional development funds must demonstrate involvement in the organization in at least one (1) of the following ways prior to receiving any funds. (If you do not meet any of these eligibility requirements, please attach a statement explaining why you should be considered for funds):

- Attend a membership meeting
- Attend a LC Board of Regents meeting
- Support an assembly fundraising activity

*Requestor must complete all parts of the application and required documentation or application request will be automatically denied.*

Applicant's Name	Applicant's Signature
Date Submitted	Department/Division

**Specific the General Nature of the Application:**

\_\_\_\_\_ Conference, short-term course, workshop, or meeting (including LC Continuing Education offerings)

\_\_\_\_\_ Field trip to another college, institution, or facility to observe operation of equipment or a process or person(s) with position similar to applicant

\_\_\_\_\_ College credit course work not available at LC, which is closely related to applicant's job responsibilities and is not eligible for tuition reimbursement using Employee Educational Assistance benefits

\_\_\_\_\_ Other (please specify): \_\_\_\_\_

Name of conference, class, seminar, or workshop: \_\_\_\_\_

Location: \_\_\_\_\_ Date of Event: \_\_\_\_\_

**Anticipated Fees and/or Other Expenses (please itemize):**

Registration Fees	\$ _____	_____ Miles @ \$0.505 per mile	
Lodging	\$ _____	_____ Personal Vehicle or _____ LC Vehicle	
Transportation	\$ _____		<b>Budget Information:</b>
Mileage	\$ _____		Department #: _____
Meals	\$ _____		Account #: _____ Fund #: _____
Other (specify):	\$ _____		Make check payable to: _____
<b>TOTAL:</b>	\$ _____		_____

Provide a brief description of the activity. An event flyer or other documentation must be attached.

Provide a brief description of how participation in this activity will enhance your job performance at LC and identify the LC goal related to this activity.

**Supervisor's Recommendation:**

\_\_\_\_ I support this application.

\_\_\_\_ I support this application with the following reservations:

\_\_\_\_ I do NOT support this application.

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Supervisor's Signature

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Date

**Professional Development Committee's Recommendation:**

\_\_\_\_ Fund at level requested of \$ \_\_\_\_\_

\_\_\_\_ Fund at reduced level of \$ \_\_\_\_\_

\_\_\_\_ Do NOT fund (Reason not funded): \_\_\_\_\_

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Authorized By  
(Administrative Assembly Professional Development  
Committee Representative)

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Date