

ADMINISTRATORS ASSEMBLY
PROFESSIONAL DEVELOPMENT FUNDS APPLICATION

Administrators/administrative support personnel may request up to \$500 for professional development annually. Applications need to be submitted a minimum of two 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. Professional development funds must only be used for training/workshops/conferences that pertain to the applicant's specific job.

Applicant's Name

Applicant's Signature

Date Submitted

Department/Division

Specify the general nature of the application:

_____ Short-term course, workshop, meeting (including LC Continuing Education offerings)

_____ Field Trip to another college, institution or facility to observe operation of equipment, 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 Class/Seminar/Workshop _____

Location _____

Date _____

Budget Information: DEPT _____ ACCT _____ FUND _____

Make Check Payable to: _____

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

Registration Fees	\$ _____	_____ Miles @ \$0.505/mile
Lodging	\$ _____	_____ Personal Vehicle
Transportation	\$ _____	_____ LC Vehicle
Mileage	\$ _____	
Meals	\$ _____	
Other (specify)	\$ _____	
Total	\$ _____	

Brief description of activity (event flyer or other documentation must be attached):

Brief description of how participation in this activity will enhance your job performance at LC and identify LC Goal activity is related to:

(Following any Professional Development Activity funded by the PDC, the recipient is required to share the knowledge learned through the activity be either: writing a report and posting it to the Administrative Assembly listserv or by presenting a verbal report at one of the membership meetings.) How will knowledge/skills obtained from this experience be shared with other LC employees?

Supervisor's/Dean's Recommendation:

____ I support this application.

____ I support this application with the following reservations:

____ I do not support this application.

Supervisor's/Dean's Signature

Date

Eligibility for Funds:

Any requestor for Professional Development Funds must demonstrate involvement in the organization in at least one of the following ways prior to receiving any 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.

Professional Development Committee's Recommendation:

Date: _____

____ Fund at level requested of \$ _____

____ Fund at reduced level of \$ _____

____ Do not fund (state reason not funded)

Authorized by: _____

Date: _____