

**STAFF PROFESSIONAL DEVELOPMENT  
REQUEST COVER SHEET**

Name: \_\_\_\_\_ Campus Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Your Title: \_\_\_\_\_ Your Unit: \_\_\_\_\_ Your Mailstop: \_\_\_\_\_

*TESC encourages classified and exempt staff to apply for use of Staff Professional Development funds which have been set aside to pay for workshops, conferences, etc., to enhance the staff members' professional development. Please read the Professional Development Policy from the TESC Policy & Procedure manual before submitting the request for Staff Professional Development funds.*

**In order for your request to be considered**, please make sure that you submit the following:

- ▶ ~~Completed Staff Professional Development Request Cover Sheet.~~ The proposal should include the name of the activity, the time needed to complete the work, the benefits to the applicant, the benefits to the College, a detailed budget which shows the requested Staff Professional Development funding support as well as any other funding support (from unit or applicant, if any).
- ▶ ~~Letter of support from your immediate supervisor.~~
- ▶ ~~Course brochure or description that includes cost and dates.~~ This may include a copy of the brochure that outlines the course and shows registration information.

Have you ever applied for and received Staff Professional Development funds? ☐ YES ☐ NO. If so, when, for what event, and how much was funded? \_\_\_\_\_

▶ **SUMMARY OF REQUEST**

Name of workshop, conference, etc.: \_\_\_\_\_

Dates and times of activity: \_\_\_\_\_

▶ **DETAILED BUDGET**

*Please itemize all costs associated with the workshop, conference, etc., including funds requested from the Staff Professional Development, funds requested from other sources (e.g., unit), and your own contributions.*

**Although registration and tuition is normally the only portion funded, the committee wants to review all of the costs pertaining to the training.**

**Registration and Tuition:** \$ \_\_\_\_\_

Books: \$ \_\_\_\_\_

Lodging: \$ \_\_\_\_\_

Transportation, Meals, Per Diem: \$ \_\_\_\_\_

**TOTAL COST**

\$ \_\_\_\_\_

**Funding Requested: (Staff Development usually only funds registration & tuition)** \$ \_\_\_\_\_

Other Funding Sources (specify) \_\_\_\_\_ \$ \_\_\_\_\_

Applicant Contribution \$ \_\_\_\_\_

Committee Recommendation: Approved: \_\_\_\_\_ Amount: \_\_\_\_\_ Denied: \_\_\_\_\_

Reasons for decision: \_\_\_\_\_

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REQUEST COVER SHEET

*You may complete this section on separate paper or attach additional pages.*

Benefits to Applicant: \_\_\_\_\_  
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Benefits to the College: \_\_\_\_\_  
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Committee Recommendation: Approved: \_\_\_\_\_ Amount: \_\_\_\_\_ Denied: \_\_\_\_\_  
Reasons for decision: \_\_\_\_\_