

PROFESSIONAL DEVELOPMENT FUNDING REQUEST FORM

Professional development expenditures are for activities associated with employee training, seminars or retreats that support the growth and development of the staff at MVC. Please attach a copy of documentation describing the activity (conference brochure, etc.) Professional development funds may be used for travel, registration fees, hotel, training, guest speakers, consultants and trainers.

To facilitate the allocation of professional development funds, Professional Development Guidelines have been developed. In order to qualify for funding you must be a full-time or limited full-time employees and have been in your position for at least 6 months. In addition the following rules apply:

- All professional development activities for which funds are requested must take place within the current fiscal year in order to receive funding.
- The request form must have the employee's signature and approval by one's direct supervisor.
- There is a \$500.00 cap per fiscal year per employee for individual professional development. Team applications are welcomed and will be funded based on need. Team applications have a cap of \$1000 per fiscal year.
- The requested activity must be linked to one of the Board of Trustees strategic initiatives.
The initiatives are:
 - Student Success
 - Employee Success
 - Economic and Workforce Development
 - Community Development
 - Business and Fiscal Affairs
 - Organizational Effectiveness
- Requests for funding are to be made and approved at least **three weeks prior** to participation in the activity.
- Request forms are to be submitted to the Professional Development Office S-1028.

Please scroll to Page 2 and complete the form.