

SUPPORT STAFF PROFESSIONAL DEVELOPMENT FUNDS PROPOSAL

Applicant Name(s):	
Supervisor's Name & Department/Area:	
Date(s) of event & location:	
Title of event or materials:	
Total amount of proposal: \$	

Submission Process

- If you are requesting an out of town trip, you or your supervisor needs to contact Human Resources regarding your work schedule prior to submitting this application.
- Once you have digitally signed the proposal form, email the proposal packet to the chair of the Support Staff Professional Development Committee by the **last working Wednesday of the month**. She will route your proposal to your supervisor for approval.
- Once the proposal has been signed by your supervisor, it will be sent for review by the Support Staff Professional Development Committee. All components and signatures must be included for committee review. After deliberations, the Committee may request additional information.
- The Chair of the Support Staff Professional Development Committee will notify you of the Committee's action regarding your proposal.
- If approved for a trip, submit a completed travel form to Brenda Price, your supervisor and appropriate administrators for approval. You will be responsible for making your travel plans.
- If approved for funding, submit a 50-word project-end results/lessons learned summary to the Committee within two weeks of returning from trip or completing project.

Proposal Packet

Deadline: Complete packet must be submitted the chair of the Support Staff Professional Development Committee by the **last working Wednesday of the month**.

<i>Packet Component</i>	<i>Included</i>	<i>Received (Cmte Use Only)</i>
Support Staff Professional Development Proposal Form		
Supporting documents (conference descriptions/agendas, material contents, etc.)		

Signatures Received (Cmte Use Only)

<i>Signature</i>	<i>Sent</i>	<i>Received</i>
Applicant		
Supervisor		

**PROFESSIONAL DEVELOPMENT FUNDS PROPOSAL
PROPOSAL FORM**

Eligibility

Any support staff member is eligible to apply. Funds are available for a variety of activities such as, but not limited to:

- improving institutional practices.
- strengthening programs and student services.
- short-term workshops or learning materials
- strengthening administrative functions and services.

Responsibility

If your proposal is given full or partial funding, you are obligated to the following:

- Submit a travel form and receive appropriate signatures for approval if your proposal requires travel.
- Submit a 50-word project-end results/lessons learned summary to the Committee within two weeks of returning from trip or completing project, and, if requested, share experience in meeting or communication to other employees.

Proposed Expenses

<i>Expense</i>	<i>Description</i>	<i>Estimated Total</i>
Fees		\$
Materials		\$
Mileage	_____ miles @ MCC's approved rate	\$
Other		\$
<i>Total Amount of Proposal</i>		\$

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Description

Please provide a description and justification of the event/materials you would like the Support Staff Professional Development funds to finance and how the proposed activity will benefit the department and institution.

Applicant's Signature _____ Date _____

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SIGNATURE PAGE

Instructions for Supervisor, Dean and/or appropriate Vice President

The Dean and/or appropriate Vice President or the President will determine whether an Agreement for Professional Training is necessary and will so designate on the college's travel form.

Please add your comments and signature. Comments should address the following issues:

- How much funding will your department or division provide for this project? If you will not provide any funds, please indicate this, as well.
- In what way will the proposed project be beneficial to this person and/or to your department or division, or to McLennan Community College?
- How important a priority is this project to your area?

Supervisor's Comments: **Dept./Div. Fund. Contribution: \$**_____

Supervisor's Signature _____ Date _____

Dean's Comments: **Area Funding Contribution: \$**_____

Dean's Signature _____ Date _____

Vice President's Comments: **Funding Contribution: \$**_____

Vice President's Signature _____ Date _____