

PROFESSIONAL DEVELOPMENT FUND

Staff Development Association

Application Form

The Staff Development Committee has budgeted funds for use by staff members to attend seminars that will enhance their job skills and professional development. Funds are available until used up so apply as early as possible. The Professional Development Fund will cover a portion of the seminar fee as follows:

**Up to 50% of the total cost, with a maximum of \$75.00.
For seminars over \$500.00 reimbursement is \$100.**

Each staff member is limited to one use of this fund per fiscal year. The date of the seminar rather than the date of application determines this. Supervisory approval is required. Return this application to the SDC Vice-Chair, Nadine Kincaid, for review and approval of funding. These applications are processed on a first-come, first-served basis. Once your application has been approved you will be notified and your department will be credited the appropriate amount. If you have questions please contact Nadine Kincaid at extension 2090.

Employee name: _____ Dept: _____ Ext: _____

Seminar name: _____ Seminar Date: _____

Seminar Sponsor/Company: _____

Total Cost: \$ _____ Department Cost Center and Account Number: _____

How is this seminar work related? _____

*****Please attach a copy of your seminar registration information.*****

Employee Signature

Date

Supervisor Signature

Date

Return to Jennifer Hanks, Box #6414

Office use only: Cost Center/Acct. Number to credit: _____
Amount Disbursed: _____ Attach copy of Interdepartmental Charge (IDC) form.