

MERRITT COLLEGE- APPLICATION FOR PROFESSIONAL DEVELOPMENT FUNDING

Name: _____ Date: _____
Classification/ Job at Merritt : _____ Office: _____
Email: _____ Phone number: _____

Title/Description of activity/project:

Funding:

-Travel: Conference Fee _____ Meals _____ Misc. _____
Transportation _____ Hotel _____ (Limit \$25.00)

-PD Workshop at Merritt: Instructor fees _____ Materials _____ Misc. _____

EXACT TOTAL AMOUNT REQUESTED _____ AMOUNT APPROVED BY PDC _____

1. What is/are the specific objective(s) of this activity?

2. How does this activity address your area/provide professional development?

3. How will this activity impact students? Be specific.

4. If attending a conference, or training, when do you plan to facilitate a workshop on this subject?

You must contact the Professional Development Chair with specific time, date, and place for your on-campus presentation. If you do not complete this requirement within four months of the funded activity, you will not be eligible for subsequent funding.

Date: _____ **Time:** _____ **Place:** _____

5. If you are requesting additional sources of funding different from Merritt-PDC please list your requests to those other programs or committees here:

Amount requested: _____ Committee/Program: _____

6. FACULTY ONLY. Instructors applying for conference attendance who will miss one or more classes must submit a plan to cover the missed classes. No Professional Development or Technology funds will be used for paying substitutes when instructors miss their classes because of a conference.

- The activity is not scheduled during my class time.
- I have made an alternate assignment. The assignment is _____

- Department Chair _____
Signature Date

- Division Dean/ _____
Supervisor Signature Date

(Division Dean's signature or other supervisor denotes review and/or knowledge of the proposal and does constitute approval)

7. If travel or conference and this activity is out-of-state, is this same activity, or a similar activity offered in state at a later time? _____

(Out-of-state travel may have to be shared by the participant. Highest priority for funds is given to in-state travel.)

Check for restrictions on certain states in PDC website.

NOTE: You must submit all original receipts for your conference expenses, including meals.

Applicant Signature Date

Professional Development Committee Chair Date