

Professional Development FUNDS REQUEST



- Funding for professional development training may be requested for **administrative, exempt, classified, and temporary hourly employees**.
- Requests must be pre-approved by the Employee Development Department and are evaluated based on alignment with Clark College's core themes, relevancy to job duties, health and safety of employees, equitable distribution of funds, and the availability of funds.
- There is a **\$300** maximum per eligible employee, per fiscal year. Depending upon the total cost of the training, the employee's department may be asked to cover a portion of the expenses.
- It is the employee's responsibility to submit all receipts to Purchasing by June 30 and to notify the Employee Development Department if the total amount of funding approved will not be used in the current fiscal year. Employees must submit their request by **June 1**.
- This fund supports self-directed employee development activities. Supervisor-directed activities must be funded through other sources.
- Attach a summary/description of the training you wish to attend, the purpose of the training, and how it will meet your goals. **Send your request form to Employee Development (GHL 206).**

Please complete ALL fields and submit your request at least 14 days in advance.

Employee Name (Print)		Supervisor Name	
Employee Status <i>(full-time, part-time, project, classified)</i>		Department	
Training Session Name, Date(s), and Location (City, State)			
Cost of Training	<i>Please fill in each amount below</i>		
Registration			
Travel/Mileage/Rental Car			
Lodging/Meals			
Books/Materials			
OTHER			
TOTAL COST	\$		

Employee Signature	Supervisor Signature
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FOR OFFICE USE ONLY	
Funds Approval Signature	Amount Approved