

As stated in CAFE Strategic Plan Goal 3B, full-time faculty and staff will attend at least one professional development, continuing education, or business procedure training on an annual basis. College staff development funding may only be used to support training and professional development activities that are goal oriented and will increase the employee's skills in areas specifically related to their major job responsibilities. Please note that funding for presentations at professional conferences will not be supported from this staff development fund. Applications to the fund should clearly state how the employee will build on existing or acquire new skills related to their position. You may utilize this form to submit a funding request up to \$1000. The department contribution must be at least equal to the amount requested.

Employee Information

Employee Name	Department Name	
Department #	Employee ID Number	Email

Funding Information

Total estimated cost

Department contribution amount Amount requested from the staff development fund

Department state cost center (for budget transfer)

Professional Development Information

Date(s) of professional development

Please briefly describe the professional development opportunity (include registration website address and attach agenda/description backup documentation):

Please describe how this opportunity would build on existing/help you to acquire new skills related to your position:

Have you participated in this particular professional development in the past?

If yes, please list year(s)

Supervisor Approval:

Department Approval:

For CAFE Business Center use only.

College Level Approval: