



PROFESSIONAL DEVELOPMENT FUND REQUEST

Employee Name: _____ Contact Phone: _____

Employee Position Title: _____ Application Date: _____

Event/ Activity Description

Event Title: _____

Event Location: _____

Event Dates: _____

Type if Event: ___ Workshop ___ Conference ___ Other _____

Attach the following additional information regarding the event/activity:

Provide a detailed explanation of event/activity that outlines:

1. How the event/activity benefits your professional development and links to your professional development plan.
2. How the event/activity benefits Redlands Community College

Copies of agenda, registration, conference materials, ext. supporting your request.

Event/Activity Budget

Registration Fee \$ _____

Travel (mileage, airfare, car rental, etc): + _____ **Total Amount Requested \$ _____**

Lodging + _____

Food + _____

Miscellaneous + _____

Approvals

Employee _____ Date: _____

Direct Supervisor: _____ Date: _____

PDFC Approved/ Rejected: _____ Date: _____

Reason for Rejection:

Professional Development Request Procedures

Criteria:

1. The employee must be a regular full time or part-time employee who has completed the probationary period of their current position and will be employed by Redlands Community College at the time of the event/activity.
2. The employee must demonstrate the educational seminar, workshop or conference:
 - a. Is specially job-related resulting in increased effectiveness on the job and higher productivity, and
 - b. Relates to the employee's professional development goal(s) mutually established with the employee's supervisor.
3. The employee receives full support from the employee's direct supervisor.
4. Within thirty (30) calendar days of completion of the event, a brief report detailing activity, benefits to the department and final actual expenditures for the professional development activity must be submitted to the committee. This report is required for the disbursement of funds and for future consideration of professional development requests.
5. The employee is limited to one off-campus Professional Development Funded educational seminar, workshop or conference per fiscal year.

Application Process:

1. The employee must complete the Professional Development Request Form, provide the appropriate justification for attending the event/activity and how it meets his/her professional development goal(s). Professional Development forms can be found on the GoRedlands website under Redlands policies and procedures > Campus Forms
2. The request must be approved by the employee's immediate supervisor and submitted to the Executive Vice President/Chief of Staff Office for final approval from the PDF committee.

Note: the PDF Committee will need all forms turned in 30 days prior to the event/activity.