

Staff Development Fund Application

The Staff Development Fund is available to help support job-related training that is required for your job, or that is directly related to enhancing job skills and professional development. In many cases, this funding is more appropriately provided by your department budget. When this is not possible, the Staff Development Fund may be able to assist. You must have approval from: (1) your immediate supervisor that this training is recommended, and (2) your department's budget director that the full cost is not covered by the department budget. This application must be submitted in advance of the training rather than as a reimbursement request. Please contact Human Resources for additional information.

Applicant:

Job Title:

Department:

Immediate Supervisor:

Program Description: (If you have a brochure or printed program description, please attach a copy)

Title of the Program:

Date(s):

Location:

Basic content of this program:

Your Goals: How is the program related to your job responsibilities? How will it contribute to your job performance? Please use the back of this page if needed.

Program Fee/Cost: \$ _____

Amount of Department Contribution: \$ _____

Amount Requested of Staff Development Fund:\$_____

Approval Signatures:

Immediate Supervisor _____

Department Budget Director _____

Date Submitted _____

Approved by Human Resources _____