



2018-2019 Staff Training & Professional Development Fund

GENERAL INFORMATION

The Staff Training and Professional Development Fund provides the opportunity for staff to attain new skills or knowledge in a manner that will enhance a staff member's performance and be of specific benefit to the department and College.

Such opportunities might include:

- Conferences, workshops, seminars, books/multi-media, webinars, and certifications.
- Travel and accommodations for off campus courses, workshops, etc.
- Special projects, including but not limited to research and publication

The Staff Council may also utilize funding to provide campus-wide training for staff if the need and/or opportunity occurs.

CRITERIA

1. Funds are available on a first come, first serve basis with first-time recipients taking priority.
2. Employees applying for funds must be regular, benefits-eligible staff members (*as determined by the Human Resources Department*) for at least one year.
3. The maximum award is \$750. These funds are intended as a complement to, not in lieu of, departmental development funds.
4. The Staff Council STPD Committee will consider all requests and will determine the amount of funds awarded on a case-by-case basis.
5. Applicants must submit their request for funding **at least 30 days prior** to the event that they are attending in order to provide sufficient time for the Committee to process the application.
6. Applicants can apply for funding every two fiscal years. For example, if an applicant receives funding in the 2017-2018 fiscal period, they are not eligible for additional funds until 2019-2020.
7. The Staff Council STPD Committee will NOT fund:
 - a. Computer Hardware/Software
 - b. Journals/Supplies
 - c. Individual memberships to associations or organizations
 - d. Mandated/required department training/certification

8. Proposals cannot be submitted by departments for funds to be set aside – only individual staff members may apply for funds for individual use.
9. Documentation of all projected expenses is to be included with the application. Included copies of transportation costs, reservation receipts, program fees and other associated fees/expenses. Also, please include copies/printout containing information about event/training attending.
10. A ***Staff Training and Professional Development Feedback Report Form*** must be completed and returned to the STPD Committee in addition to documentation of actual expenses (receipts) within 4 weeks of completing the funded activity or June 30th, whichever is sooner. *Failure to do so will result in forfeiting the amount awarded and ineligibility for future award consideration.*

CANCELLATIONS

In case of cancellations, it is the primary responsibility of the sending department and/or the individual to cover all cancellation fees. Staff training and professional development funds may not be used for cancellation fees.

APPLICATION

- Incomplete applications will not be considered. Incomplete applications will be returned and will lose priority status.
- Applications will be accepted on a rolling basis and will be reviewed by the Staff Council STPD Committee.
- A decision will be made within two weeks of the request at which time the applicant will be notified via e-mail or formal letter.

If you have any questions or concerns about funding or need assistance with this application, please contact a Staff Training and Professional Development Ad Hoc Committee member.

Current Staff Council STPD Committee Members

Jacqueline Contreras-Stoddard
Community
Engagement Center
Ext. 79402

Alayna Session-Goins
Office of Student
Affairs
Ext. 72988

Sara Clark
Human Resources
Ext. 79949

Yasha Sojwal
Audio-Visual
Ext. 79595



2016-2017 Staff Training & Professional Development Fund
- Application Form -

Please submit this proposal, the budget outline sheet, documentation for all projected expenses and other applicable documentation to:

Jacqueline Contreras-Stoddard

Community Engagement Center
Jackie_Contreras@pitzer.edu
Box A-113 or Scott Hall 108

Applicant Name: _____

Department: _____ Ext: _____

Position: _____

Have you previously received Staff Training and Professional Development Funds? Yes No

If so when: _____ Award Amount \$ _____

Staff Training and Professional
Development Activity (*Please include the website address of the event, if applicable*):

Date(s) of Program/Activity: _____

Have you previously attended this program/activity? Yes No

Goals in Attending (*Please include detailed explanation of your planned activities*):

**PITZER COLLEGE
STAFF TRAINING AND PROFESSIONAL DEVELOPMENT FUND
BUDGET OUTLINE**

ITEMIZED EXPENDITURES

Registration/Tuition, Etc.			\$ _____	
Meals	# days _____	@ \$ ____/day	\$ _____	
Lodging	# days _____	@ \$ ____/day	\$ _____	
Travel Expenses				
	Airfare		\$ _____	
	Auto		\$ _____	
Other (Specify) _____			\$ _____	
Misc (Specify) _____			\$ _____	
	EXPENSES TOTAL		\$ _____	(attach documentation)

FUNDING SOURCES

Department	\$ _____	_____ (Supervisor Initials)
Department funding will be paid through Pitzer P-Card/Credit Card? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ _____	
Other	_____	
Staff Training & Professional Development Award Request	\$ _____	
	FUNDING TOTAL	\$ _____ (should be same amount as expenses total)

Staff Applicant Signature

Date

Supervisor's Signature*

Date

*Please note that a supervisor's signature denotes that the following is true:

- The requested event is related to the applicant's current job position at Pitzer College.
- That the applicant's respective Department will be covering all initial expenses for this event and the STPD Award will not be transferred into the Department's Cost Center until the applicant returns and submits the required documentation.

**PITZER COLLEGE
STAFF TRAINING AND PROFESSIONAL DEVELOPMENT FUND
FEEDBACK REPORT FORM**

Name: _____

Date: _____

Department: _____

Professional development activity: _____

Please provide a brief response to the following questions:

1. How did it benefit you?

2. How will you apply what you learned to your job?

3. How will you share what you learned with others in the College?

Did this activity meet your expectations? Yes No

Would you recommend this activity to others? Yes No

Was the funding from this committee adequate? Yes No

Was your request for funding handled in a timely manner? Yes No

Please return this Feedback Report Form and documentation of actual expenses (receipts) to the STPD Committee within 4 weeks of completing your funded activity. Thank You!