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	**Alayna Session-Goins**	**Sara Clark**	**Yasha Sojwal**
Community Engagement Center	Office of Student Affairs	Human Resources	Audio-Visual
Ext. 79402	Ext. 72988	Ext. 79949	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? ☐ *Yes* ☐ *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!