

Faculty Professional Development Fund Request  
Northwest Technical College

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

POSITION/PROGRAM: \_\_\_\_\_

**NOTE: Attach copy of approved "Request for Absence from Duty" form to this application.** (Request may be approved contingent upon receipt of Professional Development Funds)

Description of Activity (include topic, sponsor, purpose, format) Attach agenda/flyer, if available.

Location: \_\_\_\_\_ DATE: \_\_\_\_\_

Professional Objective: (How will this benefit you, your students, your program and/or the College?)

Estimate total cost (same amount as the Leave Request)	\$
Amount to be paid by department (if applicable)	\$
Amount to be paid by individual (if applicable)	\$
Amount requested from Professional Development Fund	\$

I agree to share what I learn at a Faculty/Staff meeting and to my colleagues as directed by the Dean.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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To be completed by Professional Development Chair

Date application received: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied (reason for denial): \_\_\_\_\_

Amount approved to be charged to 701255 \_\_\_\_\_

Professional Development Chair: \_\_\_\_\_