Faculty Professional Development Fund Request Northwest Technical College

\* Required Fields

\*NAME: \*DATE: Click to select 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) Only needed if you will have to be gone for the activity on a contract day.

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

\*Location: \*DATE: Click to select 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: Click to select date

To be completed by Professional Development Chair

Date application received: Click to select date

Approved: Denied (reason for denial):

Amount approved to be charged to 701255 $

Professional Development Chair: