

Name _____ Position Title _____
 Full-Time 1.0 FTE or Half-Time 0.5 FTE (please check one) Phone _____ Ext. _____
 Dept _____ Email _____

Activity _____
 Location _____ Date(s) of Activity _____

Anticipated Benefits to Applicant's Professional Development: _____
 Anticipated Benefits to the College: _____

Please attach additional pages if necessary _____ Please attach additional pages if necessary _____
 Has applicant previously received KCC Staff Development funding? Yes No
 If so, when? _____ For what activity? _____

TOTAL EXPENSES	AMOUNT	
Registration/Conference Fee	\$ _____	
Airfare (Inter-island only)	\$ _____	(#1) Applicant's Signature _____ Date _____
Per Diem (Inter-island only)	\$ _____	
Job Tools	\$ _____	
Total Staff Development Funds Requested	\$ _____	(#2) Supervisor/Dept. Chair Approval _____ Date _____

*Note: Out of State Travel Expenses including (airfare, per diem, ground trans, parking, etc.) are NOT for approval per the Staff Council Professional Development funding rules.

APPROVED

Amount Approved \$ _____ (#3) Staff Council Chair Approval _____ Disapproval _____ Date _____
 Authorized Account Code: _____ (#4) Administrator Approval _____ Disapproval _____ Date _____

DENIED

Reason for Denial: _____ Staff Council Chair _____ Date _____

(This approved Application must be attached to Requisition or Travel Request)

When submitting this form, please include:

- Form 410: UH Training Request (Page 3)
- 1 copy of the Conference/Training Announcement/Agenda justifying requested funds

Submit form and attachments to Staff Council Professional Development Committee via askstaff@hawaii.edu to be placed on the agenda for the next meeting. Applications will be referred to the full Staff Council Meeting for approval.

For PD Committee Use:
 Date Received: _____
 Recommended: _____
 Notes: _____



Staff Council Staff Development Committee

Effective 2019

Professional Development Funding is available for full-time and half-time Staff Council members who have completed at least six months of satisfactory service. Exceptions may be made on a case-by-case basis, should funding be available, by decision of the Staff Council Board of Representatives.

- Never received Staff Council funding.
- Received Funding previously, new request this FY.
- Served on Staff Council or on a Staff Council Committee and/or Assisted with a Staff Council event
- Participated in/attended a Staff Council General Membership meeting(s) or event(s)

Registration/Conference Fees

Funding is available for attendance at Conferences, Short-Term Training, Workshops, Meetings that will contribute to a Staff Council member's professional development up to **\$1,000.00 maximum per application**. Should funds be available, exceptions may be made on a case-by-case basis.

Job Tools

Funding may be provided for the purchase of supplies/equipment that will assist Staff Council members in the performance of their jobs. Examples of job tools are computer software and safety equipment. **Maximum award = \$100.00.**

How to Apply for Professional Development Funding:

Complete a Staff Development Fund Application [found at `Ohana] and include supporting documents such as agenda, invitation, brochure, and quotes.

Complete a [UH Form 410 Training Request](#), if applicable.

If funding for travel is requested, complete eTravel Request with appropriate support documents. If approved, eTravel Completion must be done within ten days of completion of travel.

*Requesting member must ask to be placed on the Agenda for the Staff Council Professional Development Committee for review and recommendation. Staff Development Fund Application Approval/Disapproval will be made by the Staff Council, then forwarded to the Chancellor.