

Professional and Organizational Development

**FUNDING APPLICATION**

**GENERAL INFORMATION**

**POD Conference funding is available for travel to conferences and workshops.**

Application For:

Work Status:

Your Name: Click to enter your name Campus Extension:

Your Title: Click to enter job title Mt. SAC E-Mail: enter mt. sac email

Your Department/Division: Click to enter

Department/Division Contact Person: Click to enter name Campus Extension:

Faculty – Courses Taught: Click to enter courses taught.

**FUNDING**

Up to $1,800 per year is available per person. Requested Funding Amount (estimate): $

If you have requested funding from another source, enter the source and amount below:

Other Funding Source:       Amount: $

**PROFESSIONAL DEVELOPMENT PLAN ALIGNMENT**

Check all that apply. If your conference does not align with the Professional Development Plan, please check other and explain. Please read the [Professional Development Plan](https://www.mtsac.edu/pod/documents/pd_plan/PD_PLAN_7-1-19.docx) for more information.

[ ]  Instructional Excellence and Innovation [ ]  Institutional Training

[ ]  Technology for Educators [ ]  Supporting Student Achievement

[ ]  Governance, Planning, and Leadership [ ]  Diversity and Cultural Competence

[ ]  Employee Engagement [ ]  Student Equity

[ ]  Employee Socialization and Orientation [ ]  Other (describe below)

Other Description:

**JUSTIFICATION OF TRAVEL**

**Funding is competitive** — Please check **ALL** criteria options that support your funding application.

[ ]  The activity supports ongoing, required certification or mandated training for my Mt. SAC employment.

[ ]  The activity supports the improvement in skills or knowledge required of my job.

[ ]  The activity supports skill development required for a recently acquired position or release time position, new college planning goal, or area of need identified in PIE.

[ ]  The activity supports staying current in my field.

[ ]  I have been selected as a formal Mt. SAC representative to attend this conference on behalf of Mt. SAC (include email from individual who made the assignment or minutes from the appropriate committee meeting).

[ ]  The activity supports a campus plan or strategic goal where other funds are not available or insufficient.

[ ]  I was invited to be a featured or keynote presenter at this conference by the hosting organization (include letter of invitation in your packet).

[ ]  I will be the sole manager, staff, or faculty member accompanying students who are representing Mt. SAC at this event or conference.

[ ]  I have been selected to present at this conference through a competitive selection process (include letter from organization in packet).

**Justification Statement**

1. In a few sentences, describe sessions you will attend and material you will present (if applicable):
2. Describe how you plan to apply and/or how you will disseminate your learning experience back to your department or on campus:
3. Provide a detailed rationale for hotel need if your conference is within a 25-mile radius of Mt. SAC:
[ ]  Not Applicable

**For Group Applications (3 or more employees attending the same conference) only.**

Please submit your applications together. Each employee must complete a Conference and Travel Claim Form and a POD Conference Funding application. In addition, please address the following:

1. List each person’s name and their role:
2. Explain how approved POD funding will be shared in the group (e.g., shared transportation cost, group conference rate, etc):
3. Describe how your group will work together (e.g., pre-conference meeting, coordination plan, post-conference meeting, etc):

**INTERNATIONAL TRAVEL (If Applicable)**

International Travel – Additional Criteria (if applicable)

The Professional Development Council (PDC) supports *essential* international conference and travel activities and asks applicants to reflect on the necessity of these requests and then provide additional information to the Council for funding consideration. Please check all the items below which apply to this request and add supplemental materials to your packet, as requested.

[ ]  There is no in-region or online means to access the unique, essential content I will receive through on-site participation at this conference (Please add a justification statement summarizing similarly themed in-state and/or domestic conferences you explored but will not attend and a rationale that explains the unique attributes of your selected conference).

[ ]  Other rationale (please add a justification statement supporting your need for international travel).

**PRINT SUPPORTING MATERIALS**

Please provide the following Information along with this completed application. ***Support materials must be included for your application*** to be forwarded to PDC for review.

1. Conference Overview/Brochure
2. Date(s), Time(s), Location
3. Agenda (If no current agenda is available, use agenda from last year’s conference)
4. List which meals are included
5. Cost of registration
6. Lodging costs
7. Any other information pertaining to travel reimbursement

**SIGNATURE**

I understand that application for funding does not guarantee approval. I am aware that the legitimacy and merit of the conference is reviewed by PDC in relationship to my role as an employee.

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**Applicant Signature Date**