Professional Development Program (SDP)

Non-Degree Program Application Form

Instruction: SDP funding requests must be submitted to the committee with all the required documents to be considered. Application should include; this application form, a brief essay explaining the activity and how it will benefit the College and the individual applying, a letter of recommendation from immediate supervisor, program brochure, letter of acceptance, and an itemized list of expenses. Submit your request prior to program's commencement date.

Name:_____   **Date**:_____
      Last Name   First Name

_____   _____   _____
Job Title   **# Years of service with COM-FSM**   **Office/Division**

Check Program Type   **Program Name & Address**

                                            _____
  [ ] Conference   _____
  [ ] Workshop   _____
  [ ] Other_____   _____
            Specify

Program Starts on: _____ **Ends on**: _____

Financial Assistance sought from Staff Development Program (provide an itemized cost list)
$_____

Other funding sources sought and amounts awarded and/or expected:
_____ $_____
Name of Funding Source   Amount
_____ $_____
Name of Funding Source   Amount
_____ $_____
Name of Funding Source   Amount

_____   _____
Signature of Applicant   Date

_____   _____
Signature of Immediate Supervisor   Date

_____   _____
Signature of Department Head/Vice President   Date

Committee Action:

Recommended_____   Not Recommended _____