



**COLUMBIA
GORGE
COMMUNITY
COLLEGE**

Request for Professional Development Funds - Staff

This form has been developed in accordance with CGCC Board Policy GCLA: Tuition Reimbursement – Administrative and other Designated Staff. Please refer to that policy and follow these steps to request financial aid or release time/support to attend a professional development activity.

1. Complete this form.
2. Attach the appropriate information about the professional development activity (i.e. brochure, flyer, etc.) to this form.
3. Submit all of the above to your supervisor and Department Chief for their review and approval **prior to registering for the event.** The form must then be submitted to the Chief Talent and Operations Officer.

Staff Member Name: _____

Position: _____

Department: _____

Date of this application: _____

Dates of proposed travel: _____

Purpose of request:

- To deliver a workshop, seminar or training
- To attend a conference, workshop, training or class
- Tuition
- Other _____

Name of conference, workshop or class you plan to attend: _____

Location: _____

Budget: Please itemize your anticipated costs.

Registration/tuition: _____

Amount requested: _____

Purpose of the Training; (Please explain how this Workshop/Conference/Class is relevant to your job and will benefit Columbia Gorge Community College) _____

Applicant's signature: _____ Date: _____

(Please submit to your Supervisor, Department Chief, and the Chief Talent and Operations Officer for approval.)

Approval Signatures

Approved/Denied _____
Supervisor

Approved/Denied _____
Department Chief

Approved/Denied _____
Chief Talent & Operations Officer

Amount to be disbursed: _____ **Account #:** _____ **Account Balance:** _____