

**CUESTA COLLEGE  
MANAGEMENT PROFESSIONAL DEVELOPMENT FUNDING REQUEST FORM**

Management Professional Development Committee (MPDC) has funding available to assist managers, supervisors, and confidentials to attend professional development opportunities, i.e. conferences/workshops/trainings during the fiscal year. Individual requests can be made up to \$750, dependent on availability of funds. Funds will be awarded on a first come, first serve basis.

Complete the form below and submit to the MPDC Chair by the 3<sup>rd</sup> Thursday of every month. Requestors will be notified of available funds within 10 days.

1. Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
Department: \_\_\_\_\_ Extension: \_\_\_\_\_  
Title of Activity: \_\_\_\_\_ Date/Location: \_\_\_\_\_  
Supervisor's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

2. Please check the box that applies to your funding request

- Attending a conference\*
- Attending a Workshop
- Taking a professional development class
- Presenting at a Conference\*
- Coordinating a Group Activity (*provide detailed explanation below: Describe activity, purpose and expected outcomes*)

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\*A conference request form needs to be completed and submitted with this request

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3. Total cost of the Activity including travel/lodging: \_\_\_\_\_

**Amount of Funds Requested: MPDC Funds (Not to exceed \$750)**

\_\_\_\_\_ Other Funding Sources: \_\_\_\_\_  
Department Conference Funds \_\_\_\_\_  
President's Motivational Fund \_\_\_\_\_  
Other Funds Available \_\_\_\_\_

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MPDC Action:             Approved            Amount Approved: \_\_\_\_\_  
                                  Denied

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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Please answer the following questions:

- Have you attended this workshop/conference before? \_\_\_\_ yes \_\_\_\_ no

If yes, when? \_\_\_\_\_ Purpose of attending again?

- How do you plan to share what you learned at the conference with your department?

- How do you plan to share the information you learned with your colleagues?

- This professional opportunity will support the goals and objectives of one or more of the following institutional goals and/or integrated plans:

\_\_\_ Department IPPR

\_\_\_ Technology Plan

\_\_\_ Enrollment Management Plan

\_\_\_ Education Master Plan

\_\_\_ Strategic Plan

\_\_\_ Other \_\_\_\_\_