 **Clear Form**

**REQUEST FOR SPECIAL SUPPORT FY25**

Special Support funding is available to employees who represent JCCC in a leadership position on a National or Regional Board. The funding covers overnight travel expenses outlined in the Overnight Travel Policy. It does not cover memberships, training, supplies, or miscellaneous items outside the scope of the Overnight Travel Policy. This funding is a supplement to department funding. Requests must be submitted by **February 1, 2024** as part of the budget development process.

# Funding Requestor Name:

**External Organization Name:**

**Your leadership role in the organization: Funding request amount:**

**How does your leadership role in this organization support your professional development and the JCCC Strategic Goals?**

**Reason for requesting the funding (Attach a letter or e-mail from the organization confirming your leadership role and responsibilities)**

**Approval**

**Dean, Director or Vice President Date**

**Please submit this form to Faculty Development, LIB 375C Box 75**

Date received in Faculty Development Office

Rev 12/14/21

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