

Request for Staff & Organizational Development Support 2021/2022

Staff & Organizational Development will provide funding to support department professional development. The funding must be approved in advance as part of the budget process.

Guidelines

1. Requests are for departments or workgroups. Individual funding will not be approved.
2. Funding is available for training, retreats, in-service workshops, and speakers.
3. Catering requests must follow Dining Services Guidelines. Offsite catering requests must be included in your request.

Procedures

1. Support will be considered only if requested in advance, during the annual budget development process and submitted to the office of Staff and Organizational Development on or before **February 1, 2021**.
2. The approved funding amount is valid for fiscal year 2022.
3. The Request for Staff & Organizational Development Support Form must be completed and signed to initiate the process of requesting support.
4. The explanation should include what is being requested, audience, and budget required for each item.

Contact Staff & Organizational Development at ext. 7654 or staffdev.dept@jccc.edu if you have questions.



Request for Staff & Organizational Development Support 2021/2022

Funding Requestor Name: _____

Org Code: _____

Brief Explanation and budget requirement of each item on the request:

Amount Requested: _____

Approval

Budget Administrator Date

Vice President Date

Vice President, Continuing Education & Organizational Development Date

Please submit this form to Staff & Organizational Development, RC 152 Box 35
Date received in Staff & Organizational Development Office _____