Request for Staff & Organizational Development Support 2024/2025

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

<u>Guidelines</u>

1. Requests are for departments or workgroups only. 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. Off site catering requests must be included in your request.

4. Travel costs will **not** be covered as part of this funding. This funding is for events either on campus or in the KC metro area.

<u>Procedures</u>

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, 2024.**

2. The approved funding amount is valid for fiscal year 2025.

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.

5. Approval of funds will be sent to requesters in June 2024.

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

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Request for Staff & Organizational Development Support 2024/2025

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**

_____
Director, Employee Engagement & Development   **Date**

Please submit this form to Staff & Organizational Development, GEB 262 Box 46
Date received in Staff & Organizational Development Office _____

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