

NOCE Professional Development (Pro D) Funding Application

Submit Form To the NOCE Pro D file at Anaheim Center or electronically to NOCEPROD.edu

The NOCE Professional Development Committee enthusiastically supports you. Generally speaking the committee is able to assist faculty or staff with the costs related to training opportunities. To ensure optimal use of NOCE Pro D funds the committee will pay only early bird registration costs and reasonable travel and room expenses. The NOCE Pro D Committee meets one time per month and only discusses applications during those meetings. Please submit your application early enough to be discussed at the appropriate monthly meeting. Applicants hold sole responsibility to register for the event with or **without a guarantee of funds** if the approval is given after registration deadlines. Applicants are also responsible to complete the reimbursement process with the NOCE Budget Office within 30 days of the event date.

The vision of the Pro D committee is to ensure professional development opportunities in each program for the highest amount of individual staff and faculty members. We value and appreciate the work you accomplish each and every day.

To ensure timely payment make every effort to submit a complete application at least 6 weeks before registration is due.

Please print or computerize your application. It is difficult to read handwritten documents.

Please provide full information and do not use acronyms or abbreviations.

Please complete every section of the application. Incomplete applications will not be reviewed.

WHEN YOU RETURN - You must complete the *Travel Expense Report* {even for local events}. The form must report the final costs and provide original receipts that acknowledge payment for all expenses. Use Google maps to document road travel. You are responsible to sign and acquire your manager's signature on the form. You are responsible to take the completed form with proper signatures and your original receipts to Terry Cox or Michelle Tee in the Anaheim 2nd floor SCE Budget Office. The sooner you submit the complete *Travel Expense Report* with required signatures and receipts, the sooner you will be reimbursed.

Complete each section below with information you can document and will provide original receipts for a reimbursement.

Applicant:		Banner ID #:	
Name of Conference			
Sponsoring Organization			
Inclusive Dates			
City and State			
Breakdown Estimated Costs is Required - Applicant will need to provide original receipts with proof of payment to be reimbursed			
Airfare			
Hotel			
Registration			
Car Rental/Mileage			
Meals			
Other			
Please provide TOTAL in dollar amount only – Use best estimation without explanation			
Please check here signifying you and your manager ensured substitute or coverage (cost/logistics)			
How would this training directly improve or enrich specific tasks you fulfill on the NOCE team?			
If funding is partially paid from a grant provide statement explaining how the event fulfills grant purpose or requirements.			
Signature of your supervisor or program manager			
Grant Funding #	Amount	Grant Manager Signature	

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Please note: Professional development funding cannot be used to earn Professional Growth Dollars, Continuing Education Units (CEU), or credits toward the completion of a college course, a degree, credential or certificate. All funds should be for the most economic item or service available and cannot be used for training required for hire. The Pro D funding will not cover materials. Funding for parking and meals will follow district funding policies [SBP6360 Travel]. Funding for meals is per diem per district rates. Funding cannot be used solely to present at conferences, teach a workshop, or participate in a forum.	
Please read the following guidelines for some of the questions on the front. They are included to assist you as you complete the application and will help the SCE Pro D committee and the SCE and NOCCCD budget offices as they approve and process your reimbursement.	
Sponsoring Organization	The sponsoring organization may have the same name as the conference title or the conference is sponsored by an association and has a different name each year.
Inclusive Dates	The dates of the conference only. If the conference has a pre-training (not social) session, please include that date. Please include the conference days only and not extra days you choose to enjoy or find convenient.
Reason for Attending (25 words or less)	Please provide academic and/or instructional reasons you would like to attend this training opportunity. You may want to use one of the five Strategic Directions listed below:
	¹ . Annually improve the rates of completion for degrees, certificates, diplomas, transfers, transfer-readiness requirements, and courses.
	² . Annually make progress toward eliminating the documented achievement gap among race/ethnicity groups
	³ . Annually improve the success rate for students moving into: ^A . Highest Level possible credit ^B . College-level courses & ^C . The next higher course in the sequence of credit or noncredit basic skills courses in math, English and English-as-a-Second-Language.
	⁴ . Implement best practices related to planning, including transparent decision-making processes, support of strategic and comprehensive planning activities at campus and district levels, & the allocation of resources to fund planning priorities.
	⁵ . Develop & sustain collaborative projects and partnerships with the community's educational institutions, civic organizations & businesses.
Statement of Purpose for Grants	<p>This may require answers to specific questions designed by the administrators of the grant. The applicant should provide a statement that meets the goals and objectives designed for the grant.</p> <p>There are direct and indirect grant purpose statements. The direct will include the amount of the requested grant award with the purpose of the grant [Sample: The Culinary Art Foundation is seeking initial and ongoing financial support in the amount of \$.... .. for its winter cooking festival training program.] The indirect purpose statement gives the purpose of the grant request [Sample: The culinary Art Foundation is seeking grant funding to conduct an annual winter cooking festival training program for 35 SCE students.]</p> <p>Foundation and corporate funding will desire direct grant purpose statements and government proposals may use an indirect purpose statement. The way the funding is appropriated prompts no actual amount of monies in the purpose statement.</p> <p>Statements should be very easy to read and understand. Avoid jargon, complicated sentence structures, provision of background info.</p>