



Division of Enrollment Management and Student Affairs

Request for Divisional Funds for Professional Development

Any divisional staff member may apply for funding to attend a professional development activity. Completed requests must be filed by the deadline dates listed below. Applications will be evaluated based on staff position, level of participation, value to the division/institution, etc. Funding is based upon a set amount available for each semester. All requests submitted by the deadline dates will receive full consideration.

	Amount Available	Application Due Date
Fall	\$10,000.00	October 1
Spring	\$10,000.00	November 15
Summer	<u>\$10,000.00</u>	April 1
Total:	\$30,000.00	

Division of Enrollment Management and Student Affairs

**Professional Development Grant
Self - Evaluation Scale**

Criteria

**Points
Assigned**

Rank of Applicant

- Assistant Vice President/
Director (SL5-6)5
- Assistant / Associate Director (SL4)4
- Senior Staff (SL4)3
- Junior Staff (SL 2-3)2
- Other1

Points _____

Level of Participation

- Sole Presenter5
- Panel Presenter3
- Involvement with Conference Committee1
- Attendee0

Points _____

Value to Division/ Institution (0 - 5)

Please explain.

Points _____

Total Points _____

SUNY Brockport
Division of Enrollment Management & Student Affairs
DIVISIONAL FUNDING REQUEST FOR PROFESSIONAL DEVELOPMENT

Name:		Date:	
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Department:

Itemized Estimate of Expenses

Name of Conference/Event:

Date(s) of Event:		Location of Event:	
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Registration:	\$	Rental Car:	\$	Personal Mileage:	\$
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Air Fare:	\$	Lodging:	\$	Meals:	\$
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Total Amount of Funding Requested:	\$	
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Description of Conference/Event (attach agenda if available):

My role at this event: Presenter Attendee Panel Member Other :

Applicant Signature	Date	
		:

Department Head Signature	Date	
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Assistant Vice President's Signature:	Date	
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For Vice President's Office Use ONLY

<input type="checkbox"/> Approved for amount requested.	Approved for \$	<input type="checkbox"/> Denied
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Signature:		
	Kathryn F. Wilson, Vice President for Enrollment Management & Student Affairs	

Funding Source:	<input type="checkbox"/> State Acct. #860743	<input type="checkbox"/> College Support Acct. #82-760, VP Hosting	<input type="checkbox"/> Other:
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Funding Request #:		Copies to <input type="checkbox"/> Originating Dept <input type="checkbox"/> Chaley / Debbie
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