Individual Personal and Professional Development Fund II Conferences & Workshops

NOTE: These funds are provided by the Classified Professional Development Team and are not bargained funds. Due to varied dates, times, and location of conferences and workshops, the deadline for submitting your application is 6 weeks prior to the event. Exceptions may be made for shorter timelines based on the availability of the CPDT review committee.

To read the complete list of IPPD II Guidelines click on the provided link here
http://www.lanecc.edu/cpdt/ippd/ippdguidelinesII.html

*The following documents MUST be submitted with application:
☐ Brochures (printed material describing the content, location, and costs of the activity)
☐ Travel Form (with your department heads signature if the time of the workshop falls on a workday)

Term for which funds are being requested: Fall _____ Winter_____ Spring _____

Name _____   L#_____   Phone _____   Department _____

- Name of Conference or Workshop _____
- Sponsoring Organization _____
- Location, Dates and Description of Event _____
  _____

Department Head Authorization if conference is on a workday_____

Agreement to Submit Written Evaluation (Yes/No) _____ Initials_____

Enter the Total Amount of Funds Requested $ _____(Maximum amt. $350. if available)

For which of the following 2 areas are you requesting funding?

_____Professional development………..   *This area funds fees and books associated with classes at Lane, generally going toward a degree or certificate.*

_____Personal development……………   *This area funds any Lane course not falling into the above categories of Higher Education or Professional Development.*

Please answer the following questions:

1) How does this course fit in with your personal / professional development education goals?

2) How does this course enhance your contribution to Lane Community College?

☐ **I have read and understand the IPPD II Guidelines**

*Signature*_____ *Date*_____