

*Type or Print Clearly*  
Kapi`olani Community College  
Staff Development Fund Application

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Name (*Last, First, Middle*) \_\_\_\_\_ Position Title \_\_\_\_\_  
Full-Time 1.0 FTE or Half-Time 0.5 FTE (*please circle*) Phone Ext. \_\_\_\_\_  
Dept \_\_\_\_\_ Email \_\_\_\_\_

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Activity \_\_\_\_\_

Location \_\_\_\_\_ Date(s) of Activity \_\_\_\_\_

Anticipated Benefits to Applicant's Professional Development:

Anticipated Benefits to the College:

Please attach additional pages if necessary

Please attach additional pages if necessary

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Has applicant previously received KCC Staff Development funding? Yes \_\_\_\_\_ No \_\_\_\_\_  
If so, when? \_\_\_\_\_ For what activity? \_\_\_\_\_

If Staff Development funding is approved, I agree to do a brief presentation and share my Professional Development/Job Tools benefit at the next Staff Council General Membership meeting. Signature \_\_\_\_\_ Date \_\_\_\_\_

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TOTAL EXPENSES	AMOUNT		
Registration/Conference Fee	\$		
Job Tools	\$		
Other	\$	(#1) Applicant's Signature	Date
TOTAL	\$		
Staff Development Funds Requested	\$	(#2) Supervisor/Dept. Chair Approval	Date

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If denied, reason for denial:

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(#3) Administrative Advisor Approval/Disapproval (circle action & date)

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Application items include:

Approved Staff Development Fund Application and supporting documentation

Form 410 UH Training Request with Conference/Training Announcement/Agenda justifying requested funds

Requisition or Travel Request, if applicable

Please email [askstaff@hawaii.edu](mailto:askstaff@hawaii.edu) to request your application's placement on the Agenda for the next Staff Council Board of Representative's meeting on the 2nd Tuesday of each month. Applicant must present all approved forms and supporting documentation at the Board of Representative's meeting for review.



## **Staff Council Staff Development Committee**

Effective August 2016

Professional Development Funding is available for full-time and part-time Staff Council members who have completed at least six months of satisfactory service. Exceptions may be made on a case-by-case basis, should funding be available, by decision of the Staff Council Board of Representatives.

Preference or priority to be given to a Staff member who has:

- Served on Staff Council (Officer or Board of Representatives)
- Served on a Staff Council Committee
- Assisted with a Staff Council Event
- Participated in/attended a Staff Council General Membership meeting(s)
- Participated in/attended a Staff Council event(s)

### **Attendance at an Individual Conference, Training, Workshop, Meeting**

Funding may be provided for Conferences, Short-Term Training, Workshops, Meetings that will contribute to a Staff Council member's professional development.

- \$500.00 maximum per application. Should funds be available, exceptions may be made on a case-by-case basis.
- If funding is approved, Staff Council Member must attend the next General Membership meeting to share professional development with fellow Staff members.

### **Job Tools**

Funding may be provided for the purchase of supplies/equipment that will assist Staff Council members in the performance of their jobs. Examples of job tools are computer software, safety equipment. Maximum award = \$100.00

How to Apply for Professional Development Funding:

- Complete a *Staff Development Fund Application* [found at `Ohana] and include supporting documents such as agenda, invitation, brochure, quotes.
- Complete a *UH Form 10 Training Request*, if applicable.
- If funding for travel is requested, complete *eTravel Request* with appropriate support documents. If approved, eTravel Completion must be done within seven days of completion of travel.
- Requesting member must ask to be placed on the Agenda for a Staff Council Board of Representatives meeting (second Tuesday of the month) and present completed application to the Board of Representatives at the next Board meeting. The Board of Representatives will review the Staff Development Fund Application. Approval/disapproval by the Staff Council Board of Representatives within seven days of application submission.