Request for Funding for Training, Skill Development, Professional Development Activities
Division of Student Affairs

Applicants must be career, non-probationary employees in the Division of Student Affairs; submit form to VCSA Office in 5203 Cheadle Hall (MC: 2036).

Name: ________________________________
Department: ___________________________
Working Title: __________________________
Payroll Title: ___________________________
Percentage of Appointment: ______
Number of years at UC __________________
Amount requested: _____________________ (Please attach a detailed budget)
(Requests not to exceed $750 annually)
Dates of Proposed Activity: _____________ Will release time be requested? _____

Please list activities you have participated in that have been funded through UC (e.g., Management Skills Assessment Program, Business Officers Institute, UCSB’s Supervisory Certificate Program, Future Leaders, Management Development Group, department-sponsored classes or conferences, etc.):

Please describe your proposed training, skill development, or professional development activity (including degree attainment). Attach additional sheets if necessary. How do you think this program will benefit you and/or your department in your current position, or how it will advance your personal career goals?

Supervisor’s Approval: ______________________________
Department Head Approval: ___________________________
Employee Signature: ___________________________ Date: ______________

*Applications will generally be reviewed the first Tuesday of every month. In most cases, awarded funds will be transferred to your department for reimbursement through departmental accounting processes.