

(Revised 8/22/11)

**APPLICATION – FACULTY DEVELOPMENT FUNDS  
CASPER COLLEGE FACULTY SENATE**

Faculty are strongly encouraged to apply for funds in advance of attending a conference or other professional event. All applications should be sent to Senate Vice Chair Pete Van Houten, in CE 107 who will then submit them to the Senate for approval. If you have any questions, contact Cammy Rowley, Senate Chair, at 268-3312 or crowley@caspercollege.edu. Applicants will be notified of their status after the Senate vote. The process takes up to 30 days depending on the submission date.

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Amount requested from Senate Faculty Development Funds (\$500 maximum over an academic year):**

\$ \_\_\_\_\_

**Amount received from other sources (school, grant, etc.) relating to this application request:**

\$ \_\_\_\_\_

**Total amount required from all sources: \$** \_\_\_\_\_

**Date(s) for which funds are to be used:** \_\_\_\_\_

**Purpose of funds (incl. location to which you will be traveling):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Itemized list of proposed expenses (registration fees, travel, housing, meals, etc.):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Dean Signature**

**Date received:** \_\_\_\_\_ **Senate Chair Signature:** \_\_\_\_\_

**Approved: Yes / No**