

PROFESSIONAL DEVELOPMENT FUND

OVERVIEW

What is the Professional Development Fund?

The Professional Development Fund (PDF) is a monetary sponsorship from ASCOCC awarded to students who wish to participate in professional, academic, or career development events and activities. The PDF exists to create opportunities and access to extra-curricular enrichment and professional development resources, both on and off campus. Each student can receive up to \$300 per approved activity. Funds are not guaranteed and ASCOCC will award a maximum of \$1000 per term.

What qualifies as “Professional Development”?

The Professional Development Fund aims to support students in their pursuit of skill and knowledge enhancement, ultimately fostering their professional growth. This fund is designed to provide opportunities that go beyond traditional classroom learning, allowing students to engage in activities that will significantly contribute to their development in a comprehensive manner. The following points illustrate what qualifies as professional development under this fund:

- Participating in workshops and training sessions that improve professional and interpersonal skills.
- Attending conferences and industry events to stay updated on the latest research and trends.
- Engaging in interdisciplinary or cross-disciplinary projects to broaden expertise.
- Presenting new knowledge and experiences to peers, professors, and the community.
- Participating in activities that renew enthusiasm for academic and career paths.
- Attending events to build professional relationships and networks.
- Gaining hands-on experience through internships, fieldwork, or practicums.
- Engaging in projects that positively impact the community or society.

What the PDF pays for:

- Registration fees for conferences, symposiums, workshops, lectures/public speakers, presentations, job fairs, community learning or other non-credit classes, mentoring programs, and research projects outside of your classes/degree program.

What the PDF does NOT pay for:

- Credit classes, degree programs, prerequisites for post-secondary courses, certifications/re-certifications needed for credit classes/degree programs,

tutoring, loan repayment, course materials (textbooks, supplies, etc.) for credit classes/degree programs.

The Process

1. **Submit your application and typed proposal to ASCOCC:** You can scan your application and email it to the Student Body President (ascocc.president@cocc.edu), or physically drop it off at our office in Coats Campus Center Room 206. If possible, we encourage you to deliver your applications in person to a council member who can check for any missing information. ASCOCC votes on proposals during our biweekly council meetings, so it is important to ensure applications are submitted well ahead of when the funds are needed.
2. **Pitch your idea:** Attend an ASCOCC meeting to pitch your idea and request funds from the committee. You will be informed of the next, most immediate council date, and your application will be added to the agenda. The materials you submitted will be reviewed by the full ASCOCC Council during this meeting.
3. **Notification of decision:** If you are unable to attend an ASCOCC meeting, you will be notified of the decision by the President in the days following. If your application is stalled or not approved, you can contact the President or the ASCOCC Advisor to ask questions or request additional information.
4. **Reimbursement process:**
 - ASCOCC will reimburse direct fees, such as registration fees. Applicants should present receipts of these expenses to the Director of Financial Affairs, who will prepare a check within 2-weeks of the submission. Alternatively, applicants can request to use the ASCOCC credit card to cover these expenses up front.
 - For opportunities that require travel expenses, students may submit a travel reimbursement form to reimburse relevant travel, food, and lodging costs. If you would like to submit a travel reimbursement form, please note that in the application.

PROFESSIONAL DEVELOPMENT FUND APPLICATION

Name: _____ Pronouns: _____

Email: _____ Primary Phone #: _____

Are you a currently enrolled COCC student? Y / N

Are you: DEGREE SEEKING / NON-DEGREE SEEKING → (If applicable, what degree and major are you pursuing?) _____

OPPORTUNITY INFORMATION

Name of Opportunity / Event: _____

Opportunity / Event Organizer: _____

→ COCC Sponsoring Organization/Club (If applicable): _____

Date(s): _____ Location(s): _____

Select all you are requesting to cover:

- | | | |
|--|--|---------------------------------------|
| <input type="checkbox"/> Admission Tickets | <input type="checkbox"/> Travel Costs | <input type="checkbox"/> Food |
| <input type="checkbox"/> Lodging | <input type="checkbox"/> Membership Fees | <input type="checkbox"/> Other: _____ |

Overview/General Purpose of Opportunity:

Total requested amount: _____

TYPED PROPOSAL

Students are required to submit a brief typed proposal to ASCOCC. This proposal should include a comprehensive explanation of the event you wish to attend and how it aligns with your professional and academic goals. Please include as much information as you are able to provide and attach the typed proposal to the form.

Central Oregon Community College's Principles of Community

Please sign your initials under each Principle of Community, showing that you've read and understand each expectation as presented on this page.

❖ The Practice of Personal and Academic Integrity

"A commitment to this principle encourages honesty and fairness in and out of the classroom. It should eliminate cheating, plagiarism, lying, deceiving, and making excuses and dishonesty in academic and professional relationships."

❖ Respect the Dignity of all Persons

"A commitment to this principle encourages understanding. It is inconsistent with behaviors that compromise or demean the dignity of individuals or groups, including discrimination, intimidation and hazing, taunting, baiting, ridiculing, insulting and harassing other individuals."

❖ Respect for the Rights and Property of Others

"Commitment to these principles is inconsistent with all forms of theft, vandalism, misappropriation, and malicious damage to or desecration and destruction of property. Respect for others' personal rights is inconsistent with any behavior that violates an individual's right to move about freely, to express appropriately and enjoy privacy."

❖ Promote Empathy and Learn from Differences in People, Ideas and Opinions

"Support for equal rights and opportunities for all members of the community regardless of their age, biological sex, race, religion, ability, ethnic heritage, socioeconomic status, sexual orientation, gender identity, and political, social, other affiliation or disaffiliation."

❖ Promote a Healthy and Safe Learning Environment

"A commitment to this principle is a pledge to be compassionate and considerate, to avoid behaviors that are insensitive, inhospitable or inciteful or that unjustly or arbitrarily inhibit another's ability to feel safe and welcomed in his or her pursuit of personal and academic excellence."

CENTRAL OREGON COMMUNITY COLLEGE CONSENT AND LIABILITY WAIVER

The undersigned parent/guardian and/or student do hereby consent to and grant permission for _____ (name of student) to participate in the following activity _____ with CENTRAL OREGON COMMUNITY COLLEGE (“COCC”).

In consideration of allowing the above-named student to participate in said activity, the undersigned does hereby release and discharge COCC, its employees, agents, officers, and directors for any and all claims, demands, causes of action, damage, loss of services, costs and expenses in any way resulting from any and all injury to person or property arising directly or indirectly out of the student’s participation in the above activity.

Further, the undersigned agrees to indemnify and hold forever harmless COCC, its employees, agents, officers and directors from any and all injuries, damages, costs, attorney’s fees whatsoever which may arise out of the student’s participation in the above activity.

The undersigned further consents and authorizes the representatives of COCC on the undersigned’s behalf to obtain any necessary medical treatment or hospitalization or such other care necessary for the health and welfare of the named student, and the undersigned agrees to be responsible for and pay the costs of such medical treatment or hospitalization.

This release of liability and indemnification agreement shall be binding on the heirs, successors and personal representatives of the student and the undersigned.

I have read the foregoing release of liability and the indemnification agreement and acknowledge that the provisions are contractual and not a mere recital, and I understand I am bound by the terms hereof by placing my signature hereon.

_____ (DATE: _____)

(Student Signature)

_____ (DATE: _____)

(Parent/Guardian Signature)*

*There must be a parent or guardian signature for participants under the age of 18

Verification of Agreement

By signing below, I verify that I am aware of, and commit to the performance of conduct expectations that have been disclosed in this agreement. Additionally, I understand that these expectations are put forth not only by ASCOCC, but will support the work and experiences my peers, my community, the event organizers, and COCC. By signing below, I ensure the personal responsibility that, should I ever become uncertain of what is expected of me, I will take initiative to review this form, and if necessary ask an ASCOCC council member or the ASCOCC faculty advisor for clarification.

Should I be found to have not upheld the rules and expectations of my conduct as a student representative of COCC, I understand that my ability to travel with ASCOCC or the college may be suspended, and any allocated funding on the part of ASCOCC will be revoked. I also understand that, should I have any grievances about the review process for my status and eligibility for travel, I can make an appeal to the ASCOCC Council.

Signature: _____ Date: _____