



ASCOCC

STUDENT GOVERNMENT

Professional Development Fund

Policies & Procedures

and Application Form

2015 – 2016

Associated Students of Central Oregon Community College

TEL: 541-383-7595 | Fax: 541-317-3070

2600 N.W. College Way, Bend, OR 97701



PROFESSIONAL DEVELOPMENT GUIDELINES:

- Are you interested in attending a workshop, conference, or lecture relating to your degree? ASCOCC would like to support students participating in conferences or other professional development opportunities by offering partial funding. The Professional Development Fund pays for conference fees, tickets to a workshop/presentation, the price of admission or attendance, etc. This is a great opportunity for students to gain experiences in and around the fields they are pursuing, or to enhance skills that will add to their value in the workplace or in personal life.

What qualifies as “Professional Development”? The purpose of this fund is to extend skill and knowledge development opportunities to students, helping to advance students personally and/or professionally.

- Improve or contribute to student learning, or career development or advancement.
- Expand existing competency in one's skill sets, or develop competency in a new but related area.
- Gain depth, breadth or diversity through meaningful inter-disciplinary, cross-disciplinary or extra-disciplinary work.
- Attend or participate in programs with professional societies, participate in industry-sponsored programs, or develop partnerships with business and industry.
- Benefit the college, community, or society through participation in programs, engagement in research, or other scholarly endeavors.
- Revitalize academic/professional commitment and enthusiasm.

What PDF pays for: The PDF pays for entrance to a conference, workshop, lecture, symposium, presentation, job fair, community learning or other non-credit class, mentoring program, motivational speaker, research project outside of your classes/degree program. The Professional Development Fund is to be used for an event that ties back in some way to your college goals, aspirations or activities.

What PDF does not pay for: Credit classes, degree programs, prerequisites, certifications/recertifications needed for credit classes/degree programs, tutoring, loan repayment, course materials/equipment needed for credit classes/degree programs, requirements of credit classes/degree programs or requirements of requirements of credit classes/degree programs. PDF does not pay for travel costs, meals or lodging. PDF does not pay for car repairs, clothing or utility bills. The PDF is not a scholarship and shall not be used as such.



PROFESSIONAL DEVELOPMENT FUND POLICIES:

- **Maximum \$100.00 per individual, as funds allow.**
- One award per academic year (July 1 to June 30)
- Must complete service to the campus prior to reimbursement

Fees being granted to students to subsidize conference attendance or other personal and/or professional development opportunities are considered “student subsidies”. For students to be eligible for subsidies, they must work with ASCOCC to establish “service to campus” activities to fulfill regarding their experience. These can range from organizing club activities to doing presentations on the activity, or assisting ASCOCC with general campus activities and programs.

Students are required to submit a 500 word written proposal to ASCOCC, with which you explain the event and how it will be of benefit to you, the college and the community. The Funding Request should include a description of the proposed activity, dates, and amount requested. Requests must be approved by a majority vote of the council.

- Funds are to be used to cover conference fees, workshop entrance fees, non-credit class tuition and fees, other educational and skill-building activities which relate directly to your college goals and/or activities.
 - Food and/or beverage expenses incurred during the excursion are NOT reimbursable. Nor is travel to or from the event. If meals are included in the conference fee, this is acceptable, but outside food purchases are not permitted expenses using the Professional Development Fund.
 - Please include a poster, conference guide, or website print out advertising the event and giving event details (date, times, meals provided etc.)
1. **The following must be completed and submitted prior to departure** or the student may not be reimbursed.
 - a. COCC Consent & Liability Waiver Form
 - b. ASCOCC Student Travel Contract
 - c. ASCOCC Conference AgreementAll forms are available on the ASCOCC website.
 2. Submit all reimbursement request packets to the ASCOCC Treasurer. If you give us advance notice and complete your requirements beforehand, we can pay for the activity beforehand. Reimbursement requests must be submitted as soon as possible after the event, and will take 2-3 weeks to receive a check if all requirements and paperwork have been completed properly. A check can be mailed to the current mailing address of the person requesting reimbursement, or it can be



picked up in person. If you would like a check mailed to you, please make sure we have the proper address on file.

Conference/Meeting Fees

Conference and meeting fees can be paid by either:

- ASCOCC credit card – contact the ASCOCC Treasurer.
- ASCOCC pays for conference, event, class, etc. directly – contact the ASCOCC Treasurer to make arrangements.
- Personal funds, which are then reimbursed after the conference, event, class, etc. You must include an itemized receipt showing proof of payment to be reimbursed.



Professional Development funds Request-Maximum annual award \$100.00 per individual.

One award per academic year per individual (July 1 to June 30)

Award recipients are required to complete a service to the campus in the same academic year & submit an event summary form.

Failure to do so may result in ineligibility for future awards.

Your Name: _____ Club Name (if applicable): _____
 Student ID Number: _____ Conference/Training: _____
 Phone Number: _____ Date/s of Event: _____
 Email Address: _____ Location of Event: _____
 Date of Submission: _____
 Explanation for Proposal (500 words, may be attached separately): _____

Item	DESCRIPTION	QUANTITY	PRICE	TOTAL
PLEASE FEEL FREE TO ATTACH ANY ADDITIONAL INFORMATION NEEDED			TOTAL DUE	

I have received and read the Professional Development Fund Request Policies & Procedures Guidelines. I agree to comply with the terms set forth and certify that all information is accurate and true.

Student Printed Name _____

Signature _____ Date _____

ASCOCC Director of Student Affairs _____

Signature _____ Date _____



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ASCOCC STUDENT TRAVEL CONTRACT

I, _____ hereby acknowledge, understand and will abide by the policies and actions listed below:

1. I understand that travel associated with being a member of ASCOCC and student organizations is a privilege not an entitlement. As such, there are certain standards of behavior and I accept personal responsibility for my own actions.
2. I understand that I am not permitted to, and I specifically agree and declare that I will not, break any State or Federal Laws or College Policies, or participate in illegal underage consumption of alcohol or the use of illegal drugs.
3. I understand that while on school sponsored travel I assume the obligation to abide by all of COCC rules of Student Conduct and follow the instructions given to me by COCC staff or agents of the college. I understand that I'm responsible for my own actions. In the event that rules referenced in #2 above are broken, I understand that the staff member in charge will have the right to remove me from the school sponsored travel.
4. If I am removed from the trip, I understand that I would have to leave the trip premises immediately and I will be responsible for providing and paying for my own transportation home. I will also be mandated to meet with the school's discipline officer within one week of returning from the trip.
5. I understand that I must be on time for all departures. I understand that if I am not prompt, I jeopardize being left behind and finding my own transportation to the trip and/or back home at my own expense.
6. I understand that there will be no fraternizing in the hotel rooms/sleeping facilities with people who are not assigned to my room/sleeping facilities. I am encouraged to meet and spend time with new people outside of my hotel rooms/sleeping facilities. I understand that all rooms will be shared by same-sex individuals only.

By signing below I heartily agree to comply with the policies set forth in this document.

Student Signature _____ Date _____

If the student is under 18 years of age, his/her parent(s) or legal guardian(s) must sign in addition to the student.

Signature Parent/Guardian _____ Date _____

For official use only: Advisor(s) Verification Signatures

Signature ~ Clubs Advisor _____ Date _____

Signature ~ ASCOCC Advisor _____ Date _____



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ASCOCC CONFERENCE AGREEMENT

We appreciate your desire to travel to _____ and participate
in _____, on _____

Please understand that your attendance is required. By agreeing to attend this conference, you are also agreeing to attend all the educational stops, conference sessions, keynote speakers, etc. that you are able to. We want you to get the maximum out of your trip.

The ASCOCC Student fee pays for these trips. If you are unable to attend for any reason, you are responsible to find a replacement, or you will be required pay back your attendance fees in full. This amount is _____. If the money is not paid back, you will forfeit the ability to access these funds for the remainder of the year. While attending ASCOCC-paid-for functions, you are expected to uphold your leadership responsibilities and adhere to the ASCOCC College Operations and Procedures Manual. ASCOCC College Operations and Procedures Manual can be seen in its entirety on the COCC website.

Your signature indicates that you have read, understand and agree with this contract.

Name _____

Address _____

Phone _____

Email address _____

ASCOCC Student Leader: _____

Date: _____

SIGNATURE Club Advisor: _____

Date: _____

SIGNATURE Club President: _____

Date: _____





**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/guardian signature for participants under the age of 18.)