



ASCOCC USE ONLY:

Date Processed: _____

Initials: _____

PROFESSIONAL DEVELOPMENT FUND

OVERVIEW

What is the Professional Development Fund?

The Professional Development Fund, or PDF, is a monetary sponsorship from ASCOCC that is awarded to students who wish to participate in professional, academic, or career development events and activities. At its root, the PDF exists to create opportunity and access to extra-curricular enrichment and professional development resources, both on and off campus.

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. This can look like any of the following:

- Expanding one's existing professional and interpersonal skill sets,
- Exposing oneself to new areas knowledge and expertise within their industry or through their academic pursuits,
- Gaining depth and diversity of knowledge and experience through meaningful inter-, cross-, or extra-disciplinary work,
- Spreading awareness, knowledge, and experiences gained that will benefit the collective knowledge of one's peers, professors, and community,
- Revitalizing and reconnecting with one's academic, personal, and professional commitment to learning and growth, as well as renewing enthusiasm within one's chosen academic or career path.

What the PDF pays for: The PDF can go towards registration fees for...

- conferences,
- symposiums,
- workshops,
- lectures/public speakers
- presentations,
- job fairs,
- community learning or other non-credit class,
- mentoring program,
- research project outside of your classes/degree program

What the PDF does NOT pay for: The PDF cannot be award for any of the following activities...

- 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 program



ASCOCC USE ONLY:
Date Processed: _____
Initials: _____

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 mailbox. If possible, we encourage folks to deliver their applications in person to a council member- that way, they can look over your form and check for any missing information!
2. You will be informed of our next, most immediate council date. Your application will be added to the agenda, and the materials you submitted will be reviewed by the full ASCOCC Council. You are welcome to join us for this meeting, but are not required to be present, unless otherwise notified.
3. ***If your application is approved:*** you will receive a confirmation email from the President, notifying you of your sponsorship awardment. Following this, you will receive a secondary email from our Director of Financial Affairs, confirming that your payment has been processed as specified on your application (PAYMENT INFO).
4. ***If your application is stalled, pending further review, or is not approved:*** any votes taken by ASCOCC in a public council meeting are open to appeal. If you have any grievances about the review process of your application or the merit on which a decision was made, we fully encourage students to make a formal appeal on the Council's decision. Once you've received a confirmation email of your application's status, you must attend the next, most immediate council meeting to state your case. If you are unable to attend due to scheduling conflicts, arrangements must be made with a member of the Council. After discussion is held, the Council will call an appeals vote, and decide whether to revoke or reaffirm their initial ruling. It is important to note that, this vote will be the last action ASCOCC will take on the matter, as an appeals vote is the final ruling on any action. If there are further grievances with the process or ruling past the appeals vote, you can submit a claim to the ASCOCC Advisory Committee. (See further information on the ASCOCC Advisory Committee at <https://www.cocc.edu/committees/ascocc-advisory-committee/>).



ASCOCC USE ONLY:

Date Processed: _____

Initials: _____

PROFESSIONAL DEVELOPMENT FUND

APPLICATION

Name: _____

Pronouns: _____ (EX: she/her, he/him, they/them, etc.)

Email: _____ Primary Phone #: _____

Are you a currently enrolled COCC student? **Y / N**

Primary Campus (where do you take the majority of your courses?): **BEND / REDMOND / MADRAS / PRINEVILLE**

Are you: DEGREE SEEKING / NON-DEGREE SEEKING

→ (If applicable, what degree and major are you pursuing?) _____

CONFERENCE INFO.

Name of Conference: _____

Conference Organizer: _____

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

Date(s): _____ Multi-day? / Single Day? (circle one)

Location(s): _____

Overview/General Purpose of Conference: _____

How did you hear about this conference?: _____

Have you been to a conference with COCC before? **Y / N**

→ If so, what conference and when? _____

EMERGENCY CONTACT INFORMATION:

Primary Contact Name: _____

Relationship: _____ Phone #: _____

Secondary Contact Name: _____

Relationship: _____ Phone #: _____



ASCOCC USE ONLY:
Date Processed: _____
Initials: _____

Central Oregon Community College's Principles of Community

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

"The Community of Learners at Central Oregon Community College is dedicated to personal and academic excellence. Choosing to join the community obligates each member to a code of civilized behavior and responsibility for academic success. This introduction submits that membership in the Central Oregon Community College community is not without its responsibilities. It is understood that joining is evidence of subscribing to certain ideals and an agreement to strive for the level of achievement and virtue suggested by the following:

❖ **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."

❖ **Allegiance to these Principles**

"Community members are encouraged to embrace these principles; it is through these guidelines that students are encouraged to vocalize their observations and concerns, and to identify inappropriate behaviors whenever and wherever they are encountered."



ASCOCC USE ONLY:	
Date Processed:	_____
Initials:	_____

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.

 (Student Signature) (DATE: _____)

 (Parent/Guardian Signature)* (DATE: _____)

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



ASCOCC USE ONLY:
Date Processed: _____
Initials: _____

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:** _____

Overseeing ASCOCC Council Member Endorsement: _____

Date: _____



ASCOCC USE ONLY:	
Date Processed:	_____
Initials:	_____

TYPED PROPOSAL

Students are required to submit a 400 word typed proposal to ASCOCC, in which you explain what the event is about and how it will further your personal, academic and professional development. Additionally, we appreciate your description of any large scale impact that you may envision from this conference. How will your experiences impact your peers, both personally and academically? How will your attendance impact your classes, or COCC and the surrounding community? This proposal is a large part of how the Council informs its decision, so make sure to spend some time with this part of your application! We also encourage you to include any promotional content you can find, such as posters, conference guides, or online advertising (printed out).

(Attach a printed copy of your proposal to this application).

PAYMENT INFORMATION (if awarded):

Check payable to: _____

Pick up your check?

(Our office hours are posted on the ASCOCC homepage, and our office is in the Coats Campus Center, RM 207.)

Get it mailed? Mailing Address: _____

(Our mail service on campus typically needs one business week to make sure your letter is mailed, so please account for this.)

- For ASCOCC Council Use Only -

Meeting Date: _____ **Meeting Time:** _____

Motion: _____

Motioned by: _____ **Seconded by:** _____

In Favor: _____

Against: _____

Abstain: _____

Final Ruling: _____