

# ADDITIONAL FUNDS REQUEST

Section 1 to be completed by Requester (then send to Funds Manager)  
 Section 2 to be completed by Fund Manager (then send to PD Director)  
 Section 3 to be completed by Professional Development Director (then send to Dean)  
 Section 4 to be completed by Dean

## SECTION 1:

**YOUR NAME:** \_\_\_\_\_ **PLAN YEAR:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_ **AMOUNT REQUESTED: \$** \_\_\_\_\_

**HAVE FACULTY TRAVEL & DEVELOPMENT FUNDS BEEN SPENT?**  YES  NO

**EXPLAIN:**

✓	DOCUMENTS NEEDED	TYPE OF FUNDS	FUND MANAGER	EMAIL	PHONE
	<b>For PD Director:</b> Sections I & II of appropriate PD activity (in WWare) <b>For Grant Coordinator:</b> One paragraph on how this activity will increase student success.	Lumina Foundation Increasing Latino Student Success	Randa Schell	<a href="mailto:rschell@swtjc.edu">rschell@swtjc.edu</a>	(830) 591-2908
	<b>For PD Director:</b> Sections I & II of appropriate PD activity (in WWare) <b>For Grant Coordinator:</b> One paragraph on how this activity will help implement new classroom strategies.	Carl Perkins (Technical programs only)	Juan Guzman	<a href="mailto:jcguzman@swtjc.edu">jcguzman@swtjc.edu</a>	(830) 591-7264
	Sections I & II of appropriate PD activity	Professional Development	Amy Garcia	<a href="mailto:aagarcia531@swtjc.edu">aagarcia531@swtjc.edu</a>	(830) 591-7353
	<b>For PD Director:</b> Sections I & II of appropriate PD activity (in WWare) <b>For Grant Coordinator:</b> One paragraph on how this activity will increase student reading or writing skills.	Quality Enhancement Plan	Mark Underwood	<a href="mailto:meunderwood@swtjc.edu">meunderwood@swtjc.edu</a>	(830) 591-7286
	Sections I & II of appropriate PD activity	Faculty Association	FA President		

### COLLEGE PRIORITIES:

(CHECK ALL THAT APPLY)

- CRITICAL READING
- ACADEMIC WRITING
- STUDENT ENGAGEMENT

**OTHER? EXPLAIN:**

## SECTION 2: FUND MANAGER

APPROVED?

No

YES

AMOUNT:

\$

EXPLANATION

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## SECTION 3: PROFESSIONAL DEVELOPMENT DIRECTOR

APPROVED?

No

YES

EXPLANATION

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## SECTION 4: VICE PRESIDENT

APPROVED?

No

YES

EXPLANATION

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_