

RANDOLPH COMMUNITY COLLEGE
STAFF PROFESSIONAL/PERSONAL DEVELOPMENT ACTIVITIES FOR 2009-2010
Note: Include all activities through June 30, 2010 if you have planned for them.

Name: _____

Department/Division: _____

Signature of Dean, Division Chair/Director/Program Head

Description of Activity (Conference, Workshop, Course, Seminar, Pursuing Degree, Upgrading Skills, Return to Industry, etc. This should include activities you attended, not presentations given by you.)	Date of Activity	Total Hrs. Of Activity	Total Cost	Funds Used to Support Activity (State Travel, Tier A, or Carl Perkins Funds)	My Supervisor Recommended This Activity Based on My Annual Evaluation (Indicate YES or NO)	This Activity was Part of my Staff Development Plan for the Year. (Indicate YES or NO.)

Completed forms should be submitted to your Supervisor, in a legible fashion, on a regular basis but no later than June 30, 2010. If you did not complete any professional development activities during the year, please indicate this on the form and turn it in by the deadline.

Supervisors: Please forward a copy to the Human Resources Office upon receipt.