**CLASSIFIED DEVELOPMENT**

*INDIVIDUAL REQUEST FORM*

*Human Resources Office*

*774.357.2333*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Ext.** |  |
| **Title** |  | **Department** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity Title:** |  | | | |
| **Date of Activity:** |  | | **Date Activity will be completed:** |  |
| **Location of Activity:** | |  | | |

**Will you proceed with the project if only partial funding is available? Yes No**

|  |  |  |
| --- | --- | --- |
| **Tuition/Fees:** |  | ***\*Please attach a copy of the brochure for the conference or workshop\**** |
| **Registration:** |  |
| **Travel:** *(Use college vehicles when available)* |  |
| **Lodging:** |  |
| **Supplies:** |  |
| **Other:** |  |
| ***Total Grant Request:*** |  |

|  |
| --- |
| ***Summary of project including how this project will benefit your work at Bristol Community College and any other comments which might be helpful in consideration of your application:*** |
|  |

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| --- | --- | --- | --- |
| ***Applicant’s Signature*** |  | ***Date:*** |  |
| ***Supervisor’s Signature*** |  | ***Date:*** |  |