



Boretz and Hartney Professional Development Award Nomination Form

Please be sure to review the Boretz and Hartney Professional Development Award Nomination process/procedures before completing the form to ensure the nominee meets the criteria.

Nominee Information

Employee Name: _____ Employee ID: _____

Payroll Title: _____ Title Code: _____

Department Name: _____

Nominator Name: _____ Title: _____

Employee Supervisor: _____ Title: _____

Plan Criteria

Selection criteria should be considered when nominations are made:

- Awards must be for professional development related activities/supplies; equipment is not allowed
- The professional development should be relevant to the staff members position or career
- The nominee needs to be a current BCOE staff member

Professional Development Activity: _____

Proposed Award Dollar Amount: _____

Receipts will be required for reimbursement and invoices for any direct payments.

Approvals

Name and Signature of Nominator: _____

Name and Signature of Supervisor: _____

Name and Signature of FAO: _____

Name and Signature of Chair: _____