Student Affairs Professional Development Program
Intent Form

Name: ___________________________________________ Date: ___________________

Department: __________________________________________________________________

Phone: _________________ E-mail: _______________________ Mail Code: ______________

This Professional Development Program was initiated to encourage Student Affairs staff to
develop their skills and abilities and to create a strong talent pool for promotion within Student
Affairs. By completing this form, you are indicating your intent to attend workshops, participate
in professional development activities and get involved on campus to earn points.

You are encouraged to keep records of your activities and a running tally of your earned points
on the Completion Form and or in a portfolio. Documentation of completed activities in the form
of a certificate of workshops completion, or other official proof of completion must be provided
for each activity to earn points. For activities where no official records of completion are
available, you must provide a completed Activity Verification Form with the signature and
contact information for a person who can verify your activity.

List activities below, the date of completion of the earliest activity counted toward the. Indicate
which tier your points to be designated towards.

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<tr>
<th>Activity</th>
<th>Duration</th>
<th>Date Completed</th>
<th>Points</th>
<th>Tier 1</th>
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<th>Tier 3</th>
<th>Tier 4</th>
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(Attach additional pages if necessary)

Signature ___________________________ Date ________________

Make and retain a copy of this form for your records. Submit the completed form to the VCSA’s
Office – Attn: Student Affairs Professional Development Committee. (Mail Code UHB 1071)