

Professional Development Fund Request Form

USER INSTRUCTIONS

Form Purpose: Use this form to request approval for professional development activities.

How to Complete this Form: Fill out this form, to include manager and component VP signature and submit to HR.

Deadline: This form must be received and approved at least one month in advance of the professional development activity.

Upon Completion of Activity: Submit Certification of Completion or another related document to HR to include in personnel file.

EMPLOYEE INFORMATION

Name: _____

Date: _____

PROFESSIONAL DEVELOPMENT PLAN DETAILS:

Name of training/workshop/conference: _____

Training/workshop/conference Provider: _____

Date(s): _____

Location: _____

Provide details describing objectives, topics, and content that should be covered during this activity.

Explain briefly what you intend to learn or gain (personally and/or professionally) from attending this activity.

How does this training/development relate to your primary role at UnidosUS?

(Managers only) How will your attendance at this activity benefit the staff you supervise or the people you work with?

PROJECTED EXPENDITURE:

Registration cost: _____

APPROVAL:

Employee signature: Aracely Heredia Date: 05.15.25

Manager signature: _____ Date: _____

VP signature: _____ Date: _____

HR signature: _____ Date: _____

Please note: The Professional Development Fund is subject to annual company budgets established for external trainings and memberships. Expenses up to \$1000 per fiscal year approved by your manager/VP will be covered by HR (CC 1811-10)



Aracely Heredia <nheredia996@gmail.com>

Thank you for your contribution to Latino Victory Foundation!

ActBlue Receipts <noreply@actblue.com>
To: nheredia996@gmail.com

Tue, May 20, 2025 at 5:24 PM

Here's a receipt for your \$250.00 contribution. The tickets have been emailed to your guests.

AB | CHARITIES

Thank you for your one-time contribution to Latino Victory Foundation!

Together we're changing our country.

A message from Latino Victory Foundation

Thank you for supporting Latino Victory Foundation.

Latino Talks will be held at The Hamilton Live

[600 14th St NW](#)

Washington, DC 20005


If you have any questions please reach out to events@latinovictory.us

See you at Latino Talks!

\$250.00

Total Contribution

 **One-time Contribution**

 1 - General Admission ticket	\$250.00
Latino Talks 2025	

Total Charged	\$250.00
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 Your tickets have been sent separately to the guest email address(es) provided.

[Update or resend tickets](#)

Name: Aracely Heredia

Order Date: 5/20/2025

Order Number: [AB352211337](#)

Payment Type: MasterCard 9051 06/27

Billing Zip: 20743

This transaction will appear as one or more charges to ACTBLUE*LATINO.VIC.FDN on your credit card statement.

[Unsure about this charge?](#)

Keep the momentum going, Aracely!

Share with friends and family to spread awareness and help us build the movement.

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Create an account to save your payment details and easily donate with 1-click, track your contribution history and more!

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55 Exchange Place Suite 501 New York, NY 10005

Contributions to 501(c)(3) organizations are tax-deductible as charitable contributions and will be forwarded by ActBlue Charities (FEIN 47-3739141), a 501(c)(3) charitable organization, as you requested. No goods or services were provided to you in exchange for this donation.

If you're seeking an employer match, you will want to provide the information above.

Need help? Contact us [here](#).