



Human Resources

Professional Development Fund Request Form

USER INSTRUCTIONS	
<p>Form Purpose: Use this form to request approval for professional development activities.</p> <p>How to Complete this Form: Fill out this form, to include manager and component VP signature and submit to HR.</p> <p>Deadline: This form must be received and approved at least one month in advance of the professional development activity.</p> <p>Upon Completion of Activity: Submit Certification of Completion or another related document to HR to include in personnel file.</p>	
EMPLOYEE INFORMATION	
Name: <u>Natali Cupido</u>	Date: <u>09/16/2025</u>
PROFESSIONAL DEVELOPMENT PLAN DETAILS:	
<p>Name of training/workshop/conference: <u>1. Spreadsheet Applications 2. Race & Ethnicity: A Global Perspective</u></p> <p>Training/workshop/conference Provider: <u>University of Maryland Global Campus</u></p> <p>Date(s): <u>August 2025-December 2025</u></p> <p>Location: <u>Online-UMGC</u></p>	
<p>Provide details describing objectives, topics, and content that should be covered during this activity.</p> <p>Spreadsheet Applications</p> <ul style="list-style-type: none"> - Design, create, and modify spreadsheets to organize and analyze data efficiently. - Use formulas, functions, and charts to present information clearly and accurately. <p>Race and Ethnicity: A Global Perspective</p> <ul style="list-style-type: none"> - Understand how race and ethnicity are socially constructed and how prejudice develops. - Explore social movements and strategies for promoting equity and justice. 	
<p>Explain briefly what you intend to learn or gain (personally and/or professionally) from attending this activity.</p> <p>By attending these courses, I intend to gain both practical skills and a deeper understanding of issues that directly impact my work. Professionally, I will strengthen my administrative and analytical abilities through the spreadsheet applications course, learning to organize, analyze, and present data more effectively to support program and organizational operations. Personally and professionally, the Race and Ethnicity course will help me better understand systemic inequality, structural racism, and social justice around the world. This will allow me to approach my work with more awareness and a stronger commitment to equity.</p>	

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

1. Spreadsheet Application - This course will enhance my ability to efficiently manage and analyze data within my role as an administrative assistant. I will learn to design, construct, and modify spreadsheets, use formulas and functions, and create charts and graphics, all of which are essential for tracking organizational metrics, managing databases, and preparing reports.

2. Race & Ethnicity: A Global Perspective - This course will help me gain tools to better recognize and contextualize the barriers faced by Latino communities. This knowledge will

strengthen my ability to support the organization's advocacy and outreach efforts. **(Managers Only) How will your attendance at this activity benefit the staff you supervise or the people you work with?** Communicate effectively, and broaden my awareness of equity and justice.

PROJECTED EXPENDITURE:


Registration cost: Total: \$1,000.00

Spreadsheet Applications: \$345.00, Race and Ethnicity: \$1,035.00

APPROVAL:

Employee signature:  Natali Cupido Date: 09/16/2025

Manager signature: _____ Date: _____

VP signature:  Date: 9/16/2025
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HR signature:  Date: 9/18/25

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)



UNIVERSITY OF MARYLAND GLOBAL CAMPUS

Natali Cupido
7312 Good luck rd
Lanham, MD 20706
natalicupido@gmail.com

Total Due: \$1,581.60
Student ID: 3220805

PRIOR BILLED: \$3,558.60

Account Activity

POSTED DATE	DESCRIPTION	TERM	DUE DATE	CHARGES	CREDITS	AMOUNT DUE
2025-08-11	Pay Plan CC Payment	2025 Fall		0.00	\$-395.40	0.00
2025-08-11	Payment Plan Contract	2025 Fall		0.00	\$-1,581.60	0.00
TOTAL DUE:						\$1,581.60

Course Schedule

TERM	SUBJ	CATL	COURSE TITLE	UNITS	START DATE	END DATE
2025 Fall	HIST	377	US Women's Hist: 1870 to 2000	3.00	2025-08-13	2025-10-07
2025 Fall	CMST	100G	Spreadsheet Applications	1.00	2025-09-17	2025-10-14
2025 Fall	SOCY	423	Race and Ethnicity: Global Per	3.00	2025-10-15	2025-12-09

Payment is due when the charge is incurred. To make a payment, log into your MyUMGC student portal and select Finances, then Student Account Center, followed by Make a Payment. For more information, or to explore other payment options, please visit <http://www.umgc.edu/paymentoptions>

****Military and Tuition Assistance Students:** Tuition Assistance (military and non-military) is not applied automatically at the time of enrollment. Once UMGC has received the proper payment notification, application of payment may take up to 2 business days to reflect on your account.

All charges at least 90 days old are subject to additional collection efforts which may include transfer to the State Central Collection Unit (SCCU). Once a balance has been transferred to SCCU, a collections fee of 17 percent is added to the total amount transferred.

All balances with SCCU must be paid through SCCU. Once an account has been transferred, all requests for services (registration, and diplomas) may be denied until all debts are paid in full.

Office of Student Accounts

Mail: 3501 University Blvd East Adelphi, MD 20783

Phone: (800)888-8682

Email: studentaccounts@umgc.edu