



**ASSOCIATE FACULTY PROFESSIONAL DEVELOPMENT POOL FUNDS APPLICATION**  
 (Deadlines: 1<sup>st</sup> Friday in December and 2<sup>nd</sup> Friday in April)

NAME \_\_\_\_\_ DIVISION \_\_\_\_\_

PHONE (OFFICE OR CELL) \_\_\_\_\_ E-MAIL \_\_\_\_\_

Purpose of Requested Funds:		
Please select <b>one</b> of the following:		
<input type="checkbox"/> Conference <input type="checkbox"/> Classes, meetings, or other educational activities <input type="checkbox"/> Professional organization membership dues <input type="checkbox"/> Professional journals, books, or software		
Date & Location of Activity	Amount \$	
GIVE A BRIEF EXPLANATION of how the activity/expense relates to and will enhance your faculty responsibilities at Shoreline:		
List additional source of funds (Grant, other employer, etc)	List Shoreline budget number (if applicable)	Amount
		-\$

<b>= (equals) REIMBURSEMENT REQUEST</b>	<b>\$</b>
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\_\_\_\_\_  
 Applicant Signature Date Division Dean Signature Date

<b>For Office of SL&amp;S use:</b>	<input type="checkbox"/> Out-of-State/International: TR sent to FS ____/____/____	
_____ Committee Chair <span style="float: right;">Date</span>	<input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Disapproved</b>	
_____ Executive VP for Student Learning & Success <span style="float: right;">Date</span>	<b>Initial award: \$</b> _____ (Up to \$500)	
_____ Committee Chair <span style="float: right;">Date</span>	<b>Additional award: \$</b> _____	
_____ Executive VP for Student Learning & Success <span style="float: right;">Date</span>		

## **ASSOCIATE FACULTY PROFESSIONAL DEVELOPMENT FUNDS**

### **APPLICATION INSTRUCTIONS:**

#### **PROCEDURE FOR APPLYING FOR FUNDS**

- \_\_\_\_\_ 1. Complete the application and submit it to your division dean for signature. All necessary documentation must be attached. Contact your Division Assistant or Financial Services if you have any questions as to what documentation is required. A general checklist is provided on the following page.
- \_\_\_\_\_ 2. Submit the completed application to the Office of the Executive Vice President of Student Learning & Success by the deadline. Applications will not be accepted past the final deadline, 2nd Friday in April.

**DEADLINES: 1<sup>st</sup> Friday in December and 2<sup>nd</sup> Friday in April**

#### **WHO QUALIFIES?**

Associate academic employees not otherwise employed by Shoreline as full-time employees qualify for these funds. Must be an Associate Faculty as described in the AGREEMENT By and Between the Board of Trustees of Community College District Number VII and the Shoreline Community College Federation of Teachers Local No. 1950, AFT-WA/AFT/AFL-CIO, Effective June 1, 2017 through June 30, 2019, Article VII, Section A.

Activity must occur during the quarter of employment at Shoreline. Priority Associate Faculty and Associate Faculty teaching in Summer quarter, are able to request funds for professional development activities that occur during Summer. (Article XXII: Section H)

#### **PROFESSIONAL DEVELOPMENT POOL FUNDS COMMITTEE**

All requests will be evaluated by the Professional Development Funds Committee. Funds will be disbursed on a first-come, first-served basis until funds are depleted. Equal consideration will be given to any of the following activities for initial disbursement of funds up to \$500.00 for Associate Faculty:

- **Conferences, classes, meetings, or other educational activities** related to faculty responsibilities at Shoreline, including registration fees and travel expenses. (Mileage, per diem and lodging must be in accordance with State travel regulations)
- **Professional organization membership** dues (In order to qualify, billings for dues must show faculty member's College address.)
- **Professional journals, books, or software** directly related to your area of responsibility at SHORELINE. Because journals, books, and software are purchased with State General Fund dollars, they must be mailed to your college address, and they become the property of SHORELINE and must be left at the College upon employee's termination.

In the event that monies remain after all initial awards, the committee will review existing applications and award additional funds in the following order of priority:

1. Conferences, classes, meetings or other educational activities
2. Professional membership dues
3. Journals, books, and software

Amounts of additional awards will vary with consideration given to excessive expenses. The Professional Development Funds Committee will make all decisions regarding unexpended funds and will make every effort to do so in a fair and equitable manner.

## **PROFESSIONAL DEVELOPMENT FUND DOCUMENTATION CHECKLIST**

Contact your Division Assistant or Financial Services if you have any questions as to what documentation is required.

The following provides a general overview of documents typically required.

### **Conferences, Workshops, etc. involving Travel**

#### *Prior to the Conference/Workshop:*

- For out-of-state and international travel, a Travel Requisition (TR) form signed by the Division Dean and EVPSLS must be completed prior to travel. Travel outside the continental United States also requires the signature of the college President. For in-state pool funds travel, a TR is not required, however it may be useful in showing travel expenses (mileage, meal per diem, etc).
  - When creating a TR for a Pool Funds Application: leave the budget number fields blank, indicate in box 11 on the TR that this is a "POOL FUNDS APPLICATION," and only list the estimated expenses the faculty is requesting to be reimbursed.
- Attach agenda or brochure with information about the conference/workshop to the TR form.

#### *After the Conference/Workshop:*

- Travel Expense Voucher (TEV) with original receipts:
  - Original, detailed receipt from the organization showing the charge and the last four digits of the credit card\*
  - **OR** If a receipt showing the last four digits of the credit card number is unavailable, then provide a receipt or document showing the cost along with a copy of your bank statement or cancelled check. The bank statement should include bank name, employee's name, date, vendor, dollar amount, and last four digits of the card number; all other information and transactions may be redacted.
  - Leave the budget number field blank on the TEV
- If you traveled in state and did not complete a TR, please also include a copy of the related agenda/conference brochure, etc., if applicable
- Receipts and documentation must be submitted within 10 calendar days upon return from travel in order to ensure reimbursement.

### **Professional Organization Membership Dues, Registration Fee**

- Invoice Payment Voucher (IPV). (When coupled with other travel, registration fee may be reimbursed using a TEV form instead of an IPV); Leave the budget number field blank
- Payment receipt/proof of payment attached to the IPV
  - Original, detailed receipt from the organization showing the charge and the last four digits of the credit card\*
  - **OR** if a receipt showing the last four digits of the credit card number is unavailable, then provide a receipt or document showing the cost along with a copy of your bank statement or cancelled check. The bank statement should include bank name, employee's name, date, vendor, dollar amount, and last four digits of the card number; all other information and transactions may be redacted.

### **Journals, Books, Magazines, Other Publication, and Software**

- Invoice Payment Voucher (IPV)
  - Leave the budget number field blank
  - Software: Software must be accessible and approval by TSS is required- either as a signature on the IPV or a printed email confirmation
- Payment receipt/proof of payment attached to the IPV
  - Original, detailed receipt from the organization showing the charge and the last four digits of the credit card\*
  - **OR** if a receipt showing the last four digits of the credit card number is unavailable, then provide a receipt or document showing the cost along with a copy of your bank statement or cancelled check. The bank statement should include bank name, employee's name, date, vendor, dollar amount, and last four digits of the card number; all other information and transactions may be redacted.

\* If the last four digits of your credit card match a college owned card, you may be asked to provide a copy of your bank or credit card statement