



ASSOCIATE FACULTY PROFESSIONAL DEVELOPMENT POOL FUNDS APPLICATION
(Deadline: 2nd Friday in April)

NAME _____ DIVISION _____

E-MAIL _____ PHONE _____

Purpose of Requested Funds:

- Please select **one** of the following:
- Conference
 - Classes, meetings, or other educational activities
 - Professional organization membership dues
 - Professional journals, books, or software

Date & Location of Activity

Requested Amount
\$

Please explain how the activity or expense will enhance your ability to perform your duties as Associate Faculty at Shoreline:

Applicant Signature

Date

Dean Signature

Date

For OSL use:	<input type="checkbox"/> Out-of-State/International: TR sent to FS ____/____/____	
_____	_____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Committee Chair	Date	
_____	_____	Initial Award: \$ _____
Vice President of Student Learning	Date	(up to \$500)
_____	_____	
Committee Chair	Date	
_____	_____	Additional Award: \$ _____
Vice President of Student Learning	Date	

Who can use this application?

Associate Faculty not otherwise employed full-time at Shoreline may use this application to request reimbursement for out-of-pocket professional development expenses, per Appendix A, Article VIII, Section 2 of the 2019-2022 SCC – SCCFT Collective Bargaining Agreement.

What expenses qualify for reimbursement?

Equal consideration for initial awards of up to \$500 will be given to any of the following activities:

- **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, billing 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 Community College.

Generally, faculty must incur the expense prior to submitting the application. Exception: if a faculty will incur an expense after the April deadline but before the end of the fiscal year (June 30), the faculty may submit an application *before* the April deadline.

The qualifying activity must occur during the quarter of employment at Shoreline. Associate Faculty teaching in Summer Quarter may request reimbursement for professional development activities that occur during Summer. (Article XXII: Section H)

How do I apply?

Applications must be received by the Executive Assistant to the Vice President of Student Learning (EA-VPSL) by the second Friday in April. Applications received after this date will not be considered.

1. Read all instructions carefully, especially the examples of reimbursable expenses and required supplemental documents.
2. Complete the application for reimbursement on page 1 and sign.
3. Most expenses require supplemental forms. Review the checklist on page 2 and complete any other required documents. If you need assistance completing supplemental forms, contact your divisional assistant for guidance.
4. Submit the application and supplemental forms directly to the EA-VPSL at amitu@shoreline.edu.
5. You will receive email confirmation from the EA-VPSL that your application has been received, as well as further communications after the reimbursement decision has been made.

How are award decisions made?

The Professional Development Funds Committee reviews applications on a first-come, first-served basis until funds are depleted. Reimbursements of up to \$500 are awarded prior to the April deadline. If sufficient funds remain after the deadline, the Committee will review existing applications and may award additional reimbursements 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.

Application review sessions are generally held on a monthly basis. Depending on when you submit your application, you may need to wait up to five weeks before receiving the Committee's decision.

PTF PROFESSIONAL DEVELOPMENT FUND – SUPPLEMENTAL FORMS CHECKLIST

Review the list below to learn about what documents are required for typical expenses. You can find the supplemental forms on Shoreline's [Intranet](#). Contact your Division Assistant or Financial Services if you have any questions.

Conferences, Workshops, etc. involving Travel

Prior to the Conference/Workshop:

- Complete a **Travel Requisition (TR) form** and obtain signatures from the Division Dean and VPSL. Travel outside the continental United States requires the signature of the College President. A TR form is not required for in-state travel. When creating a TR form for a Pool Funds Application:
 - Leave the budget number fields blank
 - In Box 11, indicate "PTF POOL FUNDS APPLICATION"
 - Only list the estimated expenses for which you are requesting reimbursement.
- Attach a **conference agenda/brochure** with information about the conference/workshop to the TR form.

After the Conference/Workshop:

- Complete a **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** provide a receipt or document showing the cost along with a copy of your bank statement or cancelled check. The bank statement must 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 form, also include **the conference/event agenda**

Note: To ensure reimbursement, receipts and documentation must be submitted within 10 calendar days after travel

Professional Organization Membership Dues, Conference/Event Registration Fee

- Complete an **Invoice Payment Voucher (IPV)**.
 - Leave the budget number field blank
- Attach a **receipt/proof of payment**
 - Original, detailed receipt from the organization showing the charge and the last four digits of the credit card*
 - **OR** provide a receipt or document showing the cost along with a copy of your bank statement or cancelled check. The bank statement must 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

- Complete an **Invoice Payment Voucher (IPV)**
 - Leave the budget number field blank
 - Software: Approval by TSS is required, either as a signature on the IPV or a printed email confirmation
- Attach a **receipt/proof of payment**
 - Original, detailed receipt from the organization showing the charge and the last four digits of the credit card*
 - **OR** provide a receipt or document showing the cost along with a copy of your bank statement or cancelled check. The bank statement must 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.