

Directions to Secure Professional Development Funds

(Follow the Yellow-Brick Road)

Teacher Applicant Pre-Approval

1. Complete *Proposal for Funding Form*, and *Itemized Expense Sheet*. You might need to call ahead to get hotel rates, plane fare (as of that date), registration costs, etc. (Plane fare to be later documented.) The amount requested is the amount awarded.
2. Secure signature approval from department chairperson or division head.
3. Submit completed *Proposal for Funding Form* and *Itemized Expense Sheet* to the Prof. Dev. Committee Member in your division:

Chair & PS: Ingrid Andrews

LS: Carol Fecker

MS: Eric Harrington

US: Michele Silverman

Tech & Support Staff: Londa Posvistak

Academic Dean: Dr. Regina McDuffie

Committee meets bi-monthly on Tuesdays. Please allow a 2 week processing time.

Teacher Applicant Post-Approval (a.k.a. "Show me the money!")

1. Teacher books airfare if applicable, attaches airfare confirmation to proposal form, modifies expense report to indicate actual airfare cost.
2. Notify division secretary of need for substitute teacher if appropriate.
3. Collect a green **check request form** from division office or business office.
4. Complete check request form to secure funds (such as registration) before the event or for reimbursement following the event. Check request form must be reviewed and signed by the Committee Chair, Ingrid Andrews.

5. Submit check request form to Business Office, front desk (Keri Holden).

SMES Proposal for Faculty Development Funding

Please complete the following sections.

Introduction A short and concise description indicating the organization hosting the conference/workshop/experience, the title, location, and date. Please attach brochure or other information.

Rationale Why this conference/workshop/experience? Why is it a worthwhile endeavor in terms of your own development? This statement can enable us to find the most appropriate source of funding and document the use of monies.

Purpose or Goals Identify specific goals and objectives for attending the conference, workshop, or experience. This section will validate your theoretical "rationale" statement.

Benefits to the Institution Expect to do a presentation to share information that you learn with other members of the SMES community. Briefly describe how you might share information with others in the community—colleagues in your department or division, students, etc.

Expenses Complete page 3: **Itemized Expenses**.

Proposals need only be a page in length. We appreciate your commitment to this process which enables us to appropriately fund opportunities for faculty, share information and experiences with colleagues for their development, and document the use of funding.

Note: Funding for professional development is NOT RETROACTIVE. Please secure approval BEFORE your conference or event as we will not honor applications after the fact.

Itemized Expenses for Professional Development Funding

NAME:

DIVISION:

DEPARTMENT:

TITLE & DATE(S) OF WORKSHOP OR PROJECT:

Check one: _____ Faculty _____ Staff _____
Administration

DATE OF PROPOSAL:

DEADLINES:

ESTIMATED EXPENSES:

ATTACHMENTS:

Registration/Tuition _____
brochure.

Please attach

Lodging _____
quotes.

Please attach three

Transportation _____ (flight # and quote) Attach 3
quotes.

_____ (actual airfare cost)

Gas (40.5 cents/mile) _____ Parking _____

Meals (Limit \$60/day) _____ Provide receipts for
reimbursement.

Miscellaneous _____ (explain) Receipts required.

Total _____

Will a substitute be needed? (If yes, number of days.) _____

Endorsement of Department Chair or Division Head:

_____ Signature/Date

Approval of Professional Development Committee Member

_____ Signature/Date

Approval of Professional Development Committee Chair

_____ Signature/Date