

WCCFT Adjunct Faculty Development Fund Application

2017-2018



ELIGIBILITY:

An adjunct who has completed a minimum of three (3) years with Westchester Community College, with at least one teaching/counseling/librarian/Academic Support Center assignment per academic year, and who has been employed at least one semester during the academic year for which this application is being made. (It need not be the semester in which the activity was completed). Verification of these criteria must be obtained by your School Dean in order for this application to be considered. This application form is for activities completed between September 1, 2017 and August 31, 2018.

APPLICATION INSTRUCTIONS:

You may apply for reimbursement for expenses incurred for a conference, workshop, class, professional research or similar professional activity. Please include documentation in the form of receipts, certificates or other confirmation of the activity that includes the sponsoring organization, the location and the dates. For professional activities, the union will reimburse for expenses integral and necessary to complete the project, for example, travel (with justification of the need), lab use, archival access, photocopying. All reimbursements are only for expenses pertaining to the activity itself. We do not reimburse for membership fees for professional organizations or subscriptions to journals.

Your award will depend on the amount of funds available and the total number of applications received from adjunct faculty for this period. The total fund will be divided amongst all the applicants with a maximum of \$750 to be paid to any one member. You may receive no more than 100 percent of the cost of the activity from all sources of funding.

All receipts for each activity must be submitted with this application.

SUBMISSION DEADLINE:

Applications for WCCFT Adjunct Faculty Development Funds must be received by: October 31, 2018

Late applications will not be accepted.

Please return completed applications to the WCCFT Union Office:
WCCFT, Tech Building, Room 32

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For questions call (914) 606-8584 or email WCCFT Secretary Rowan Lindley, rowanlwccft@gmail.com

Please complete and return to WCCFT, Tech Building, Room 32 by October 31, 2018

Name:		
Address:		
City:	State	ZIP Code
Course(s) Taught:		

Please itemize expenses and attach receipts on the next page.

- Meals: Please note the current maximum amount funded per day is \$60
- Mileage: Please include supporting documentation (e.g. Google Maps). Claim must be based on the current reimbursement of 54.5 cents per mile.

Did you receive funding for these activities from any other sources? If so, please specify the amount and source using the following table.

Amount Received:	Source:
\$	
\$	
\$	
Total Received:	

Subtract Total Received from Total Expenses (listed on the following page) to determine Total Request.

Total Request: \$ _____ (maximum \$750)

Signature:	Date:
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PLEASE HAVE THIS PORTION OF THE APPLICATION COMPLETED BY YOUR SCHOOL OFFICE.

The applicant, _____ (Print name of applicant) has completed a minimum of three (3) years with Westchester Community College, with at least one teaching/counseling/librarian/Academic Support Center assignment per academic year, and has been employed at least one semester during the academic year 2017-2018 in the School of _____ (Print name of school).

Signature of Dean:	Date:
Print Name:	

Expenses – Use multiple forms if necessary and attach receipts on separate page.

	Activity 1	Activity 2
Description		
Location		
Date(s)		
Expenses		
Air/Rail		
Car Rental		
Lodging		
Registration		
Mileage		
Other (specify)		
Meals*		
Subtotal	\$	\$
*Please itemize meals by activity and enter total in Meals line above		
Meals (\$60 per day max)		
Day 1		
Day 2		
Day 3		
Day 4		
Day 5		
Day 6		
Day 7		
Subtotal	\$	\$
Total Expenses	\$	\$