

# Helpful Hints for Completing the Professional Development Fund Application 2021-22

Mary Lou Sgro



# Eligibility

- Minimum of 3 years at WCC
- At least 1 year teaching/counseling/ librarian, academic support
- Employed during the year for which the application is made  
(September 1, 2021- August 31, 2022) but not necessarily the current semester
- Verification by your Dean for adjunct faculty
- **You must be a WCCUFT member**

# Reimbursement

Conference

Workshop

Class

Research

Similar professional activity/project

# Documentation

- **Original Receipts** for registration, travel, food, lodging
- CREDIT CARD BILLS ARE NOT SUFFICIENT.
- **Confirmation of the activity**
  - Brochure with the full name of the organization, location, and dates
  - Certificate of completion
  - Mileage verification-Google maps/directions: 56 cents/2021, 62.5 cents/2022

**All documentation must be submitted with the application in order to be considered.**

# Additional Expenses

- Meals up to \$60 a day
- Travel other than by car
- Photocopying/archival retrieval
- Activities necessary to complete the project/research

We do not reimburse:

Membership fees

Subscriptions to journals

# Maximum Award

- \$2000 per person for the year
- No more than 100% of the activity from all sources
- Funding depends on the total number of applicants

# Submission

- All applications must be complete at the time of submission.
- All receipts must accompany the application.
- The material must be organized legibly.
- Send the entire submission as a PDF to:

**Gwendolyn Roundtree-Evans**

**gwenrewccft@gmail.com**

**The deadline is Friday, September 30, 2022.**



# Questions?

Contact: **Gwendolyn Roundtree-Evans**

[gwenrewccft@gmail.com](mailto:gwenrewccft@gmail.com)

**THANK YOU!**