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**ELIGIBILITY:**

You must have 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 have been employed at least one semester during the academic year for which this application is being made. The application does not need to be submitted in 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.

**You must be a member of the WCCFT at the time of the activity**.

**This application form is for activities completed between April 1, 2023, and September 30, 2023.**

**The second call for applications will be made in Spring 2024 for activities completed between October 1, 2023, and March 31, 2024.**

**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 (credit card bills are not sufficient)
* confirmation of the activity, such as certificates, conference announcement, conference brochure that includes the sponsoring organization, the location, and the dates.
* supporting documentation for any mileage (e.g., Google maps)

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 $2000.00 to be paid to any one member, for the academic year. You may receive no more than 100% of the cost of the activity from all sources of funding.**

All receipts and evidence of each activity must be submitted with this application otherwise it will not be considered. Please organize them so that they are easy to read.

**SUBMISSION DEADLINE:**

Applications for Professional Development activities between April 1, 2023, and September 30th, 2023, must be received by: **Tuesday,** **October 31, 2023.**

Applications Professional Development activities between October 1, 2023, and March 31, 2024, must be received by: **Sunday,** **March 31, 2024.**

Please make a pdf of your completed application and email it to gwenrewccft@gmail.com

For questions email Dr. Gwen Roundtree Evans gwenrewccft@gmail.com

Please complete and email to [gwenrewccft@gmail.com](mailto:gwenrewccft@gmail.com) by October 31, 2023, or March 31, 2024.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | | Phone Number: | |
| 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, receipts must be provided for reimbursement.
* Mileage: Please include supporting documentation (e.g. Google Maps). Claims must be based on current reimbursement rate of 65.5 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: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Signature: | Date: |

**PLEASE HAVE THIS PORTION OF THE APPLICATION COMPLETED BY YOUR DEAN OR SCHOOL OFFICE SECRETARY. The Dean or the Office Secretary can email the form back to you or directly to me.**

The applicant, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (enter 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 2022-2023 in the School of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (enter name of School).

|  |  |
| --- | --- |
| Signature of Dean: | Date: |
| Print Name: | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Activity 1** | **Activity 2** | **Activity 3** | **Activity 4** |
| Description |  |  |  |  |
| Location |  |  |  |  |
| Date(s) |  |  |  |  |
| **Expenses** | | | | |
| Air/Rail |  |  |  |  |
| Car Rental |  |  |  |  |
| Lodging |  |  |  |  |
| Registration |  |  |  |  |
| Mileage |  |  |  |  |
| Other (specify) |  |  |  |  |
| **Meals ($60 per day max)** |  |  |  |  |
| Day 1 |  |  |  |  |
| Day 2 |  |  |  |  |
| Day 3 |  |  |  |  |
| Day 4 |  |  |  |  |
| Day 5 |  |  |  |  |
| Day 6 |  |  |  |  |
| Day 7 |  |  |  |  |
| **Total Expenses** | **$** | **$** | **$** | **$** |