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**Dear Colleague,**

I do hope that this semester is going well for you. This email is to inform you that the WCCFT provides faculty professional development funds to adjunct faculty for activities conducted during each academic year.

The first period for which you may apply for reimbursement this year, is for activities completed April 1, 2023, through September 30, 2023. The deadline to submit the application is **Tuesday, October 31, 2023.**  The second period for which you may apply for reimbursement this year, is for activities completed October 1, 2023, through March 31, 2024. The deadline to submit the application for second period is **Sunday, March 31, 2024.**

Please note that the total amount granted cannot exceed $2000.00 for the academic year. (See the attached application. The application will also be available on our WCCFT website.)

Please send the application and supporting documentation to me by email.  I am requesting you use my **union college email:**[**gwenrewccft@gmail.com**](mailto:gwenrewccft@gmail.com), so as not to overload my college email.  Also, you must have been a member of the WCCFT at the time of the activity in order to receive funds. All files must be sent as a **pdf** and as **one document**. There are free apps on smartphones that will make a pdf using your camera (e.g., Scanner, Scannable, iScanner).  If you are sending small receipts, please attach them on a separate page, ordered by date.

Late applications will not be accepted, so please make sure that your application is received well before **Tuesday, October 31, 2023,** or **Sunday, March 31, 2024**, to allow for any corrections to be made.  I will let you know as soon as I have received your application and will check for any errors or omissions so that you will still have time to update your application before the deadline.

Should you have any questions, please do not hesitate to contact me. I would like to wish you the best as you continue this semester, and I am looking forward to your participation in this opportunity.

Sincerely,

Dr. Gwen Roundtree Evans, Chair, WCCFT Faculty Professional Development Fund Committee