

## FACULTY PROFESSIONAL DEVELOPMENT

### Request for Virtual Conference Approval Process

Funding for virtual conferences is available through Faculty Professional Development, as well as through various other sources, such as SEA Program, Perkins, Strong Workforce, Student Equity, etc.

All requests for funding and questions about the application process must be submitted via email to Faculty Professional Development: [fpd@lbcc.edu](mailto:fpd@lbcc.edu).

#### PLEASE READ THE APPLICATION PACKET THOROUGHLY BEFORE COMPLETING THE FORM.

1. Before requesting funding or leave of absence to attend a conference, please reference your appropriate contract regarding Professional Conference Leave:
  - a. **Full-Time Faculty:** [LBCCD and LBCCFA Master Agreement, Article 5.17](#)
  - b. **Part-Time Faculty:** [LBCCD and CHI Master Agreement, Article 4.11](#)
2. To apply for virtual/online conference funding, please complete the **FPD Request for Virtual Conference Approval** application form. The timeframes indicated below are necessary to ensure all parties have sufficient time to receive, review, and sign the application, and then process payments as necessary.
  - a. **REQUEST FOR REIMBURSEMENT** (Applicant will pay costs up front, then pending approval, District will reimburse the Applicant)
    - i. The form and all supporting documentation must be received by FPD at least 2 weeks in advance of the date of the activity.
    - ii. If your application is approved, you will be required to submit a receipt showing the last 4 digits of your credit card number and the amount that you paid. Additional information may be requested as needed.
  - OR*
  - b. **REQUEST FOR REQUISITION** (Pending approval, District will pay the Vendor)
    - i. The form and all supporting documentation must be received by FPD at least 4 weeks in advance of the date when payment is due, and you must indicate the date that payment is due to the vendor.
    - ii. Additional information may be requested as needed.
3. Once you have completed all fields in the blue section of the form and have attached supporting documentation, **submit your application to Faculty Professional Development:** [fpd@lbcc.edu](mailto:fpd@lbcc.edu).
4. If your application is approved, Faculty Professional Development will request the following signatures through Adobe Sign: **Applicant, Department Head, Dean, FPD Coordinator, Budget Administrator, and Vice President.**
5. Please note the following restrictions for funding through FPD, which is available on a first-come, first-served basis:
  - a. **Full-time Faculty:** The first request will be fully-funded; additional requests during the fiscal year will be funded up to \$300.00.
  - b. **Part-time Faculty:** An amount up to \$350.00 per fiscal year.

The Q&A table below lists each of the questions on the FPD Request for Virtual Conference Approval application form, descriptions of how to answer each question, and an example for each answer.

APPLICANTS COMPLETE ALL SECTIONS IN BLUE		
QUESTION	ANSWER	EXAMPLE
<b>TRAINING DETAILS</b>		
<b>Title</b>	Title of conference/training	<i>Online Teaching Conference 2021</i>
<b>Link / Host Organization</b>	Link to conference registration or host organization	<a href="http://onlineteachingconference.org/">http://onlineteachingconference.org/</a>
<b>Date(s)</b>	Dates of the conference	<i>6/21-6/23/2021</i>
<b>How many school days?</b>	How many days of classes will you be missing to attend the conference?	<i>2</i>
<b>Substitute needed?</b>	If you would like to request a substitute for your classes, indicate for how many days.	<i>1 day</i>
<b>Cost of Registration:</b>	The amount you indicate here is the maximum amount that can be approved for funding, even if additional costs are incurred later.  Attach confirmation showing that you registered for the conference/training/webinar, dollar amount due, conference name & mailing address, phone number, website, and conference agenda. Applications without this documentation will not be considered.	<i>\$425</i>
<b>BENEFIT</b>		
<b>How does your participation in this training benefit the District?</b>	Explain why your attendance at this particular conference/training is beneficial to the District.	<i>My attendance at this conference is beneficial to the District because...</i>

PAYMENT OPTIONS	
<b>Reimbursement (to applicant)</b>	If approved, the District will reimburse the applicant. The applicant agrees to pay costs up front, with the understanding that there is no guarantee that the <i>FPD Request for Virtual Conference Approval</i> will be approved.
<b>Requisition (to vendor)</b>	If approved, the District will make a payment directly to the vendor. This option is only for applicants submitting this form to FPD well in advance of the date that payment is due to the conference host/vendor.

REQUESTED FUNDING SOURCE	
<b>I am requesting funding through FPD</b>	All requests will be reviewed by FPD's Resources & Opportunities Committee to determine whether the conference/training meets the standards of professional development.
<b>I believe my request is eligible for funding through:</b>	Funding sources include, but are not limited to SEA Program, Perkins, Strong Workforce, Student Equity. All requests will be reviewed by FPD's Resources & Opportunities Committee to determine whether the conference/training meets the standards of professional development.
<b>I have received pre-approval for funding through:</b>	If you have received verbal approval for a specific funding source, please indicate the source here. Pre-approval from a funding source does NOT guarantee approval from Faculty Professional Development or the Vice President. Do NOT make plans based on pre-approval from a funding source. All requests will be reviewed by FPD's Resources & Opportunities Committee to determine whether the conference/training meets the standards of professional development.

**APPLICANTS DO NOT COMPLETE SECTIONS IN ORANGE**

# FACULTY PROFESSIONAL DEVELOPMENT REQUEST FOR VIRTUAL CONFERENCE APPROVAL

## APPLICANT INFORMATION

NAME \_\_\_\_\_

DEPT \_\_\_\_\_

EMAIL \_\_\_\_\_

STAFF ID# \_\_\_\_\_

FULL-TIME

PART-TIME

## TRAINING DETAILS

TITLE: \_\_\_\_\_

LINK/HOST ORGANIZATION: \_\_\_\_\_

DATE(S): \_\_\_\_\_

HOW MANY SCHOOL DAYS? \_\_\_\_\_

SUBSTITUTE NEEDED? \_\_\_\_\_

COST OF REGISTRATION: \$ \_\_\_\_\_

Please attach confirmation showing that you registered for the conference/training/webinar, dollar amount due, conference name & mailing address, phone number, website, and conference agenda. Applications without this documentation will not be considered.

## PAYMENT OPTIONS

REIMBURSEMENT (TO APPLICANT)

REQUISITION/PURCHASE ORDER (TO VENDOR)

PAYMENT DUE DATE: \_\_\_\_\_

HOW DOES YOUR PARTICIPATION IN THIS  
TRAINING BENEFIT THE DISTRICT?

\_\_\_\_\_

# REQUESTED FUNDING SOURCE

I AM REQUESTING FUNDING THROUGH FACULTY PROFESSIONAL DEVELOPMENT

I BELIEVE MY REQUEST IS ELIGIBLE FOR FUNDING THROUGH:

\*\*\*I HAVE RECEIVED PRE-APPROVAL FOR FUNDING THROUGH:

\*\*\*Pre-approval from a funding source does NOT guarantee approval from Faculty Professional Development or the Vice President. Do NOT make plans based on pre-approval from a funding source. All applicants must go through the FPD process of approval, which includes review by the FPD Resources and Opportunities Committee.

**S T O P   H E R E**

## SIGNATURES

APPLICANT:

DEPARTMENT HEAD:

DEAN:

FPD COORDINATOR:

## FUNDING APPROVAL

FIRST FUNDING SOURCE:

AMOUNT APPROVED: \$

ACCOUNT STRING:

BUDGET ADMINISTRATOR SIGNATURE:

ADDITIONAL FUNDING SOURCE:

AMOUNT APPROVED: \$

ACCOUNT STRING:

BUDGET ADMINISTRATOR SIGNATURE:

## FINAL APPROVAL

VICE PRESIDENT SIGNATURE: