

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

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 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 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
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
TRAINING DETAILS		
Title	Title of conference/training	Online Teaching Conference 2021
Link/ Host Organization	Link to conference registration or host organization	http://onlineteachingconference.org/
Date(s)	Dates of the conference	6/21-6/23/2021
How many school days?	How many days of classes will you be missing to attend the conference?	2
Substitute needed?	If you would like to request a substitute for your classes, indicate for how many days.	1 day

Cost of Registration: The amount you indicate here is the maximum amount that can be approved for

PAYMENT OPTIONS

Reimbursement
(to applicant)

