**Staff Development Directions/Procedures for**

**Professional Activity Request & Reimbursement (2020-21 Remote)**

1. Identify an online conference or other virtual professional activity in which you would like to participate. Remember that due to current conditions under COVID-19, no actual *travel* will be approved for professional learning purposes.
2. **Complete the “Professional Activity Request (PAR)”** and **Dissemination Plan.** Forms and guidelines for completing each of these can be found on the Staff Development website <http://staffdev.fullcoll.edu/> Follow the approval process below, allowing enough lead time to complete the approval process before the scheduled event date. Please note: even if several people plan to attend one event, individual PARs should be submitted to facilitate reimbursement for each person.

# Staff Development Approvals:

* + Staff Development funding applications require review and approval by your Immediate Management Supervisor/Area Dean who will then send the application to the Staff Development Committee (SDC).
  + The Professional Learning Committee meets on the 2nd and 4th Thursdays of each month (see schedule and priority deadlines on page two below\*). Funding applications are reviewed in the two weeks prior to each meeting and then voted upon during the meetings.
  + Once the application has been voted upon by the PLC, applicants will be notified of the result by the Monday following the meeting during which the application was considered. If the application has been approved by the committee, it will proceed to the appropriate Vice President for final approval. If the PL Committee has questions about the application that delay approval, it may be necessary for applicants to revise and resubmit upon consultation with the Professional Coordinator.

IMPORTANT: PAR Forms with Dissemination Plans must be sent electronically as an email attachment and according to the deadlines outlined below\*.

1. Once an online activity is approved by the appropriate VP, Staff Development personnel will generate the RQ in Banner. Staff Development personnel will also send confirmation of the assigned PO# and, upon completion of the activity/travel, electronic versions of the necessary travel reimbursement forms and instructions. These forms are also available on the Staff Development website: [http://staffdev.fullcoll.edu/.](http://staffdev.fullcoll.edu/)
2. **Activity expenses:** Staff are expected to pay registration and related expenses in advance and are reimbursed by the district (see #6 below). Some exceptions may be possible upon consultation with the Staff Development Office.
3. **Upon completion of activity:** Employee should submit hard copies of the expense report and supporting documentation (noted below) to Heather Treminio (HTreminio@fullcoll.edu) for activity/travel funded by Staff Development or to their division (department) office staff for all other activity/travel. Reimbursement requests funded by Staff Development must be submitted within 30 days of the completion of the event or by June 10th, whichever comes first. IMPORTANT: Errors or omissions generally cause delays in getting reimbursed so please refer to the steps below and contact Heather Treminio at by email for assistance.
4. Record the itemized expenses on the Travel Expense Report.
5. The “Total Due Employee” amount should not exceed the maximum amount that was on the original Professional Activity Request. Employees will NOT be reimbursed for more than the originally requested amount.
6. Attach the conference flyer and original registration receipt indicating that payment has been received.

**Condition for SD funding**: Attendee agrees to share information according to submitted DISSEMINATION PLAN within six months to one year following the funded conference or seminar and submit a Dissemination Activity Follow-up Form.

# \*Staff Development Committee Meeting Schedule

# and Priority Funding Deadlines for 2020-21

**Fall Semester Meetings:**

September 10th and 24th

October 8th and 22nd

November 12th

December 10th

**Priority Application Deadlines:**

**October 1, 2020** for events taking place from October, 2020 through June, 2020

**December 7th, 2020 (if there is still funding available)** for conferences taking place from late December, 2020 through June, 2021

**Spring Semester Meetings:**

February 11th and 25thth

March 11th and 25th

April 8th and 22nd

May 13th

# Priority Application Deadline:

# May 10, 2021 for conferences taking place from late June through September

The committee will give priority consideration to applications that are submitted by applicants who have not been funded during the previous academic year if they submit by the following priority deadlines:

1. October 1st: for events taking place from October, 2020 to June, 2021
2. May 10th: for events taking place from June, 2021 through September, 2021

Funds remaining after priority applications have been considered will be awarded on a first come, first served basis, as they have been in the past.

Professional learning events funded through special grant allocations (Perkins or Equity, for example) will be considered separately.