

## Rock Creek - Teaching Learning Center Professional Development Conference Fund Guidelines

Applicant Name:	Division	Total Funds Requested:
Campus Address:	Phone:	Email Address:

The purpose of this program is to provide funds to supplement existing college resources and assist faculty and staff with attending conferences.

- Priority will be given to those who have already received partial funding from their department or partial funding from an approved Staff Development proposal
- Priority will be given to requests for discipline-specific conferences
- Priority will be given to those who have not received prior TLC funding. No one may receive funding no more than once every two years.
- The TLC may pay for substitutes for part-time faculty and staff only
- The maximum funded per proposal is \$200.
- If demand for conference funds goes beyond the ability of the TLC to pay, then selection will be by lottery.

**Procedures for submitting proposals:**

- A copy of the conference registration form must be submitted with the proposal
- Those who receive funding will be asked to share their conference experience with others from the campus community, preferably through TLC programming
- Please submit your completed proposal to Chris Kernion in Building 3, Room 201
- Proposals are due:
  - November 12 for conferences in Winter and Spring quarter
  - February 11 for conferences in Spring quarter and Summer conferences occurring before July 1
  - May 31 for conferences in Summer starting on or after July 1 and Fall quarter conferences

### Application

Name of Conference: \_\_\_\_\_

Conference Dates: \_\_\_\_\_

How will you benefit from attending this conference? \_\_\_\_\_

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\_\_\_\_\_

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How do you plan to share what you have learned with others at the college?

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### Proposed Budget

Please itemize expenses and be as specific as possible.

<b>Category</b>	<b>Amount Requested</b>	<b>Source of Funds/In-Kind contributions</b>	<b>TLC Funding Requested?</b> (please respond yes or no)
<b>Registration/Tuition:</b>			
<b>Part-time Replacement:</b>			
<b>Transportation:</b>			
<b>Meals:</b>			
<b>Total:</b>			

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Chris Kernion, Coordinator, RC Teaching Learning Center at x7571 if you have questions.