

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

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 Professional & Organizational Development proposal.
- Priority will be given to those who have not received prior TLC funding. No one may receive funding more than once every two years.
- The maximum funded per proposal is \$300.
- Conference funding will be on a first come, first served basis.

## **Procedures for submitting proposals:**

- The conference proposal form must be submitted through Qualtrics: [https://portlandcc.az1.qualtrics.com/jfe/form/SV\\_bykl4il1KUE5yZf](https://portlandcc.az1.qualtrics.com/jfe/form/SV_bykl4il1KUE5yZf)
- You will also need to print and sign this form. It can be emailed to [tlc.rc@pcc.edu](mailto:tlc.rc@pcc.edu), or sent interoffice to Heather Mayer 7/218A
- Proposals are due no later than six (6) weeks before the conference. Please note, the majority of conference funding awards are reimbursements. If you are interested in receiving funds before the conference then the college will need more time to process your payment.
- Those who receive funding will be asked to share their conference experience with others from the campus community through TLC programming, SAC or Division meetings, or the Anderson Conference.

Applicant Name (print)\_\_\_\_\_

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

Division Dean Signature\_\_\_\_\_ Date \_\_\_\_\_