



Professional Development Supplemental Funding Benefit Form

Description: The Coast Federation of Educators (CFE) AFT Local 1911 is offering the **Professional Development Supplemental Funding Benefit (PDSFB)** to all CFE members in good standing beginning December 2018. It will allow union members to receive up to **\$200 annually** (per school year) in supplemental funding for those who exceed the maximum District funding approved by their college's Professional Development Committee. This is a "last dollar" benefit that applies only after the college professional development (PDI/IPD) committee approves funding. If the actual expenses exceed the allotment from the District, CFE will provide an additional reimbursement up to \$200 to help cover expenses. This benefit is not for additional conferences once a faculty member has exhausted their annual college professional development funding, nor is this benefit to be used as the primary source of funding for professional activities.

Example: If a GWC faculty member attends a conference that was approved for IPD funding of \$1,400 but the actual expenses came to \$1,600, the member will receive \$1,400 from the college IPD fund. Then the union member may submit an additional reimbursement request directly to CFE for the \$200 that was in excess of what the college reimbursed.

To be approved for the PDSFB please provide this form along with following documents to the CFE Office located at the Orange Coast College – Faculty House:

Name: _____

CCC DIST GWC OCC

Email: _____

Control #: _____

<input type="checkbox"/> I am a member in good standing.	
<input type="checkbox"/> Attach a copy of your Professional Development Committee approval letter.	
<input type="checkbox"/> Provide the dollar amount that the Professional Development Committee has approved you for:	\$ _____
<input type="checkbox"/> Attach copies of receipts related to professional development expenses provided to the Professional Development Committee.	
<input type="checkbox"/> Provide the total dollar amount of expenses from receipts provided to the Professional Development Committee:	\$ _____
<input type="checkbox"/> Attach additional receipts for expenses exceeding the amount approved by the Professional Development Committee.	
<input type="checkbox"/> Provide the total dollar amount of expenses exceeding the amount approved by the Professional Development Committee:	\$ _____
<input type="checkbox"/> Provide the dollar amount that you are requesting through the Professional Development Supplemental Funding Benefit (maximum of \$200).	\$ _____

For Office Use:	Received Date: _____	Received By: _____
Approved: Y / N	Approval Date: _____	Approval By: _____
Receipts Total Dollar Amount: \$ _____	Approved Dollar Amount: \$ _____	