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 #: ___________________________

- ❑ I am a member in **good** standing.
- ❑ **Attach a copy** of your Professional Development Committee approval letter.
- ❑ **Provide the dollar** amount that the Professional Development Committee has approved you for: $__________
- ❑ **Attach copies of receipts** related to professional development expenses provided to the Professional Development Committee.
- ❑ **Provide the total dollar** amount of expenses from receipts provided to the Professional Development Committee: $__________
- ❑ **Attach additional receipts** for expenses **exceeding** the amount approved by the Professional Development Committee.
- ❑ **Provide the total dollar** amount of expenses **exceeding** the amount approved by the Professional Development Committee: $__________
- ❑ **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: $__________

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