

**S&PD Activity Proposal & Report Forms**

The following S&PD forms are to be used as indicated in the application process for S&PD funding of specific activities:

<b>FORM</b>	<b>FOR USE BY:</b>	<b>PURPOSE</b>
<b>Form A - Travel</b> <a href="http://www.palmbeachstate.edu/documents/Academic_Affairs/SPD_A.doc">http://www.palmbeachstate.edu/documents/Academic_Affairs/SPD_A.doc</a>	All FT Faculty / Instructors & FT Staff	Use this form for activities that require travel and/or prepayment of registration.
<b>Form B - Non-Travel</b> <a href="http://www.palmbeachstate.edu/documents/Academic_Affairs/SPD_B.doc">http://www.palmbeachstate.edu/documents/Academic_Affairs/SPD_B.doc</a>	All FT Faculty / Instructors & FT Staff	Use this form for activities that do not require travel.
<b>Form C - Summer Business/ Industry Internship</b> <a href="http://www.palmbeachstate.edu/documents/Academic_Affairs/SPD_C.doc">http://www.palmbeachstate.edu/documents/Academic_Affairs/SPD_C.doc</a>	All FT Faculty and FT Program Instructors	Use this form to request up to 5 days during the summer to return to business/industry to your update knowledge and skills in your subject area
<b>Form D - Activity Report Form</b> <a href="http://www.palmbeachstate.edu/documents/Academic_Affairs/SPD_A.doc">http://www.palmbeachstate.edu/documents/Academic_Affairs/SPD_A.doc</a>	All recipients of approved proposals	Use this form to summarize the outcome of your activity when completed. This form is <u>required</u> to be submitted to the appropriate Administrator <u>within 1 week</u> upon completion of all approved activities.

The guidelines that follow contain detailed criteria for the application of S&PD funding of proposed activities.

All essential travel is charged to your department's organization budget.

Non-essential travel requests for S&PD funding will be submitted to the appropriate Administrator.

- 1) The Vice Presidents of Academic Affairs, Administration and Business Services, and Student Services and the Executive Assistant to the President for College Advancement and Communication (also referred to as the Administrators) will each have an S&PD Committee that reviews all collegewide requests for S&PD funds from the respective area. The appropriate Administrator will have final approval.
- 2) All credit, PSAV, and CCE full-time faculty and full-time staff will submit requests for S&PD funding to the Vice President of Academic Affairs, Dr. Sharon Sass (includes district academic budget orgs).
- 3) All Provosts and campus non-academic, non-student services staff will submit requests for S&PD funding of non-essential travel to the Vice President of Administration & Business Services, Richard Becker.
- 4) All Business Services full-time staff will submit S&PD proposals to the Vice President of Administration and Business Services, Richard Becker.
- 5) All Student Services full-time staff will submit S&PD proposals to the Vice President of Student Services, Dr. Patti Anderson.
- 6) All College Advancement full-time staff will submit S&PD proposals to the Executive Assistant to the President for College Advancement and Communication, Erin McColskey.
- 7) The Administrators will keep a record of all expenditures and activities in their areas for state reporting purposes.

## Professional Development Guidelines

1. Complete the appropriate proposal form for Professional Development funding based on the proposed activity:
  - Form A: For activities that require travel
  - Form B: For activities that do not require travel
  - Form C: For Summer Business/Industry Internship
2. **For submission to the Business Office, Student Services Office, or College Advancement & Communications Office:** Forward original proposal with required signatures and documentation to the office of the appropriate Administrator for processing. Proposals must be in the appropriate Administrator's office by the first business day of each month.

**For submission to Academic Affairs:** The applicant must send the completed proposal form electronically for approval to his/her direct supervisor. Each supervisor should indicate his/her approval in an email message and forward the electronic proposal to the next supervisor (ending with the Dean for faculty). The Dean, or last supervisor, should indicate his/her approval by checking the "yes" or "no" box on the proposal form and then forward it electronically to the VPAA office to [sperrc@palmbeachstate.edu](mailto:sperrc@palmbeachstate.edu), by noon on the first business day of each month.

3. S&PD Committees will meet to review proposals and make recommendations to the appropriate Administrator.

### **Academic Affairs only:**

The Academic S&PD Committee schedule for when recommendations are due can be found at <http://www.palmbeachstate.edu/x3431.xml>. When the committee is unavailable in May through August, proposals will be reviewed and approved by the VPAA.

4. The Administrator's office will notify the applicant of the status of the proposal.
5. Within one week upon completion of activity, a Request for Reimbursement (if applicable) and a completed Activity Report (Form D), of one page or less, must be submitted to the appropriate Administrator.

### **Academic Affairs only:**

6. Summer Business/Industry Internship
  - a. Funds are available for five (5) full-time faculty and/or full-time Program Instructors who wish to return to business/industry to update their knowledge and skills in their subject area.
  - b. Faculty are funded at their regular contract daily rate, up to five (5) days during summer term, for experiences within local businesses and industries that relate to their college program discipline area(s). Full-time Program Instructors will be paid at their normal daily rate. Each internship day must be a minimum of 7 hours.
  - d. Participants will assume costs for travel, lodging, food, etc.
  - e. Participants must obtain a letter from the business or organization at which they will be interning, confirming acceptance and listing dates, the activities to be observed or performed for proposed internship, and the name of the supervisor for the internship.
  - f. A Non-Instructional PAF form (<http://intranet.palmbeachstate.edu/hr/forms/personnelaction.asp>) must be completed by the participant's PBCC supervisor and submitted with Form C. Do not submit the PAF form electronically.
  - g. Complete the Business/Industry Internship proposal form (Form C).

**FUNDING RESTRICTIONS:**

1. S&PD funds are for full-time faculty and staff use and not for students, grant-funded personnel, or adjuncts.
2. Travel outside the continental United States will not be approved.
3. S&PD funds will pay the early and/or basic registration fee only. Payment of late registration fees or fees for pre/post conference seminars or workshops will be the responsibility of the applicant.
4. Rental car requests to cities where alternative transportation is available will not be approved.
5. Lodging in Broward, Palm Beach, Martin, and St. Lucie counties will not be approved.
6. Faculty will not be approved for travel activities during the first or last week of classes.
7. A maximum of 4 people may attend the same in-state conference or activity.
8. The applicant is responsible for making all travel arrangements. The administrative offices do not book hotels, transportation, etc. for S&PD funded travel.
  - a. Estimates for airfare can be obtained from Variety Travel by contacting Janelle at (561) 795-0009 or by email at [janelle@variety-travel.com](mailto:janelle@variety-travel.com). The main phone number for Variety Travel is (800) 843-4887 or (305) 358-0603.
9. **Academic Affairs only:**  
See additional **S&PD Rules, Limitations, and Restrictions**  
([http://www.palmbeachstate.edu/Documents/Academic\\_Affairs/SPD\\_Travel\\_Rules\\_VPAA.pdf](http://www.palmbeachstate.edu/Documents/Academic_Affairs/SPD_Travel_Rules_VPAA.pdf)) for proposals submitted to the VPAA.